



## PRINCETON RESCUE SQUAD EDUCATION DEPARTMENT

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701 Stafford Drive Princeton, WV 24740

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**POLICY:** Documentation of Student Financial Accounts—PRS EMPLOYEE

**Effective Date:** September 1, 2019

**TITLE:** Documentation of Student Financial Records—**PRS EMPLOYEE**

**RATIONALE:** To ensure proper financial controls of student accounts

### **POLICY/PROCEDURE:**

Students who are employees of Princeton Rescue Squad (PRS) will not be personally charged for their continuing education. In the event that a PRS employee attends a training event, an invoice will be generated by the Education Director upon receipt of the course documentation from the assigned faculty. The invoice will indicate the name of the employee(s) and the cost per student.

This invoice will be copied three (3) times. The first copy will accompany the instructor time sheet, the second copy will accompany the completed records and filed in the Education Department, and the third copy will be given to the CFO for processing.

The CFO is responsible for transferring money to cover the cost of the invoice from the general funds into the education department bank account.

The CFO will record the payments per student on a spreadsheet for each class and/or cohort.

The Education Director will request monthly updates for vocational courses and enter the corresponding data into praxischool software.

Upon completion of vocational courses, the Education Director will verify all student accounts are paid in full with the CFO before issuing a course completion certificate to the student.

### **RESPONSIBLE PERSONNEL:**

Education Director, CFO