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## CMSA ADMINISTRATIVE POLICIES/PROCEDURES

INDEX

March 2017

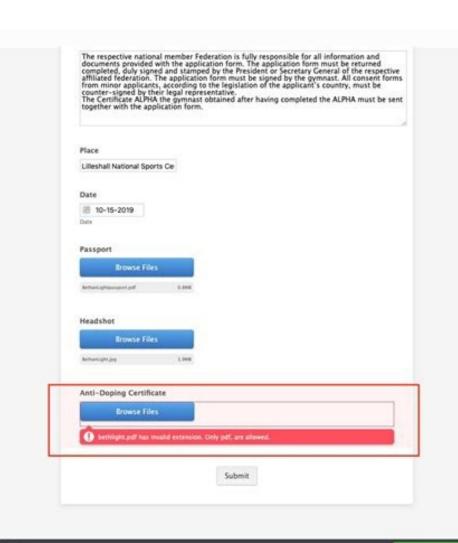
## NUMBER RANGE: 1 - 100

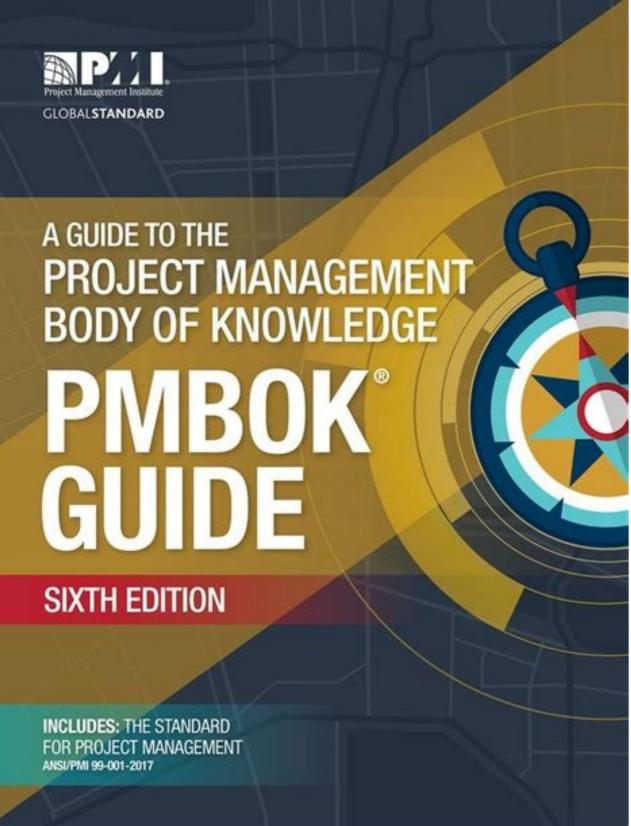
## GENERAL (1-30)

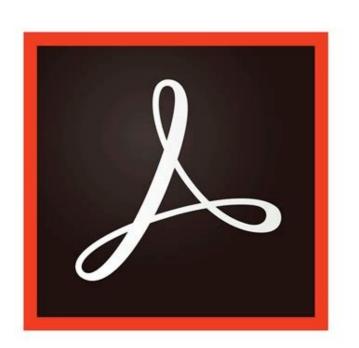
Mo.	SUBJECT	Current Date	BAD APPRIO
1	Agency Policy & Procedure Identifier Standard	11/05/13	
2	Media Information Requests	11/05/13	
4	Electronic Data Management	04/30/14	
5	Disposal of Surplus Assets	10/08/13	×
6	Treatment Plant Tours	06/02/16	
7	Hard Copy Records Management and Retention	05/16/14	
8	Union Access	12/17/13	
9	Cost Savings Award Program	04/30/14	
10	Public Records Act Requests	11/05/13	
11	Acceptance of Hauled Waste	05/10/16	
12	Permit Exceedances & IPA Member Sanitary Sewer Overflows	02/01/11	
23	Phone Service Disruption Notification	12/17/13	
54	Agency Correspondence (Letters, Memo, Email)	05/16/14	
25	Beneficial Use of Agency Products	10/08/13	×
16	Use of Board/Conference Room by Outside Organizations	09/10/13	ж
17	Filming and Photographing on Agency Property	11/10/15	X
28	Student Internship Program Guidelines	03/16/17	×

## FINANCIAL (31-50)

No.	SUBJECT	Current Date	MIC APPRIC
31	Management Signature Authority	02/01/14	1 1
32	Budget Tracking and Administration	02/01/14	
33	Budget Transfer Request	02/01/14	
34	Invoice Authorization	02/20/14	
35	Travel Expense Reimbursement	02/20/14	×
36	Petty Cash & RV Receipts Management, and Vault Security	02/20/14	- W- S
37	Asset Tracking and Disposition	06/10/14	







The iPad can be a useful tool for business owners who are on the go and need to accomplish business-related tasks, such as document creation and viewing. If you want to edit documents on your iPad, there are several apps available in the iPad's App Store that are up to the challenge. After installing one of these applications on your iPad, you'll be able to edit documents without the need for a laptop or a full-fledged desktop computer. Edit documents with Pages. This app, which was created by Apple for the iPad, is capable of editing documents from a variety of different sources, including Pages '09, Microsoft Word and plain text files. Pages also features iCloud Sync, enabling you to edit your document on a variety of different devices and have the changes saved once across all of them. Use Quick Office HD to edit documents from Office 1997 to Office 2010, Quick Office HD is one application that can provide your iPad with this capability. Quick Office HD can also open and edit documents from Microsoft SharePoint. In addition, Office 2 can also open and edit documents from Google Docs, SkyDrive and Dropbox, helping you edit your cloud documents from a variety of different online services. If you plan to use your iPad to replace a computer, you will want to use the best word processing app on it. There are plenty of options available, including both free and premium word processing apps. We've compared all the worthy choices below. You can use any of these iPad word processors to edit documents, compile notes, or even crack out a novel. Many of them even offer wide file compatibility, so you can keep working with other people no matter what device or app they use. 1. Pages Available for free from the App Store, Pages is Apple's very own word processor for iPhone, Mac, and iPad. In case you didn't know, you can also download Numbers and Keynote for free and use the entire Apple iWork suite. With full iCloud support, Pages syncs documents across all your Apple devices. You can even sign in to iCloud.com to work on documents through a web browser. Pages makes it easy to create beautiful documents. It gives you full control over the layout of text boxes, images, and shapes. You can even use free templates to create digital books, newsletters, reports, and more. The range of word processing tools. It also supports collaboration. So you can work with other people on the same document, tracking whatever changes they make. Pages might be the best free word processor to use on your iPad, but it is let down by a lack of third-party cloud storage support for collaborative work. You can only collaborative work the best free word processor to use on your iPad, but it is let down by a lack of third-party cloud storage support for collaborative work. You can only collaborate over iCloud from your iPad, but it is let down by a lack of third-party cloud storage support for collaborative work. Pages for iPadOS (Free) 2. Microsoft Word is the default word processor for many people, and there's nothing to stop you using it with your iPad. It's free to use on any iPad with a 10.1-inch screen or smaller. Unfortunately, for larger iPads you need a Microsoft Word for the iPad is a mobile-friendly version of the desktop app. It supports images, tables, charts, footnotes, equations, and more. You can access documents through OneDrive, iCloud Drive, Dropbox, and track the changes they make, just like Pages lets you do. A big difference is that more of your colleagues are likely to use Microsoft Word than Pages. So you'll have a larger pool of people to collaborate with. If you have a smaller iPad, or you already have a Microsoft Word is the best option for sharing work with others. Download: Microsoft Word for iPadOS (Free, subscription available) 3. Google Docs makes it easy to write, edit, share, and collaborate on important documents. Use it wherever you are, on any device. Like other Google products, it's completely free—if you don't mind sharing your data with Google Download Google Docs on your iPad, iPhone, Mac, PC, or Android device so you can use this word processor wherever you are. Alternatively, you can always edit your Foogle Docs from a web browser. Work with in-line images and a range of formatting options to create your resume, report, letter, or other important documents. You can even take advantage of Google's range of stylish templates to speed up the process. Collaboration is at the heart of Google Docs. As your collaborators make document, their names appear onscreen. Choose to make documents public to everyone or private to a select group, and even choose editing privileges for your team members. Google Docs is compatible with DOC and DOCX files so you can open Word files for export Word fi or iPad. According to the app description, millions of users voted WPS Office as the "best office app for mobile" and the "easiest word processor for iPhone." The package lets you create documents, presentations, spreadsheets, memos, and PDFs. You can share documents in a variety of formats, including DOC and DOCX, so other people can open your reports in whatever app they choose to use. WPS Office values simplicity across everything from the design to the user interface. This makes it a snappy word processor that's a breeze to start using on your iPad. A premium subscription is available for \$3.99 per month. This removes ads and unlocks the ability to edit PDFs, gives you 20GB of cloud storage, and more. Download: WPS Office for iPadOS (Free, subscription available) 5. Notes Writer As you may have guessed from the name, Notes Writer is primarily aimed at taking notes, rather than producing polished documents. It's perfect for capturing your thoughts during a lecture, meeting, or brainstorming session. You can type out your ideas or use an Apple Pencil to write them by hand instead. Notes Writer gives you the ability to draw pictures, annotate PDFs, fill in forms, sign documents, insert clipart, and more. Once you complete your notes, you can share them across a range of cloud storage services. There are plenty of other bells and whistles as well. These include distraction-free mode, live counters for tracking document length, find and replace, and dark mode. You can download and use Notes Writer for free, but a Pro word processing app is also available for the iPad, which removes adverts, gives you an unlimited number of notebooks, and adds password protection. Despite being designed for notes, this app still lets you format text and export a range of files. However, there's no support for DOC or DOCX files. But at least you can sync to a wide range of cloud storage services, Download: Notes Writer Pro for iPadOS (\$9.99) 6. Bear Much like Notes Writer, Bear is designed around keeping organized notes. But its simplistic design and easy organization make it another one of the best word processors to use on your iPad. Bear is ideal for everything from short notes to long essays. It offers a variety of formatting tools, in-line image support, links, checklists, and more. Keep your writing organized using the folders in the sidebar, which you can customize with different icons for quick navigation. Best of all, Bear is completely free to use on your iPhone, iPad, and Mac. However, to sync your notes across other devices you need to sign up to Bear Pro for \$1.49 per month. This premium subscription also unlocks beautiful themes and powerful exporting options. If you're looking for the best looking word processor to use for notetaking on your iPad, Bear is probably it. 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They all offer something different, which makes it important to pick the right tool for you. Whether you're looking for a powerful scratchpad like iA Writer or a capable editor like Ulysses, you should find what you need above. Of course, you won't always have your iPad on you when you need to work on new documents. If you want to prepare yourself for that situation, look into the best online word processors to start using as well.

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