

# Collin County

## Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Amber Kincheloe  
First Name Middle Initial Last Name

Honoree's Job Title: Administrative Secretary

Department: Collin County Sheriff's Office

Nominated By: Deputy Chief Mark Sanderson MS

Years of Service with the County: 5

### Why the Honoree is receiving a GEM Award including dates:

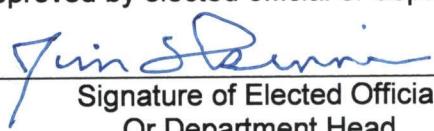
Amber has worked for Collin County since 2012. She serves as an Administrative Secretary for the Sheriff's Office.

In April of this year Amber noticed what she believed to be irregular charges billed to the Sheriff's Office from a vendor. One of her daily responsibilities is to prepare these invoices for payment.

She took the initiative and applied considerable time, in addition to her regular duties, to research the cost and make contact with others to verify her belief the cost was excessive. She then contacted the hospital several times to negotiate the cost down using her research. After talking to more than one employee from the hospital over time, they reduced the charge. The result of going the "extra mile" was a savings of over \$2,000 to the citizens of Collin County and an improvement in the process that will save additional monies on invoices moving forward.

Approved by elected official or department head on the

27<sup>th</sup> day of April, 20 17

  
Signature of Elected Official  
Or Department Head

Jim Skinner

Printed Name