

PURCHASING GUIDELINE

Scope:

This guideline shall apply to the purchasing of item(s) in which all members must fill out a Request for Purchase Form. These forms will be filed to keep track of all spending in all areas of district operations.

Purpose:

The purpose of this guideline shall be to provide an accurate account of all spending done by each area of the district. This guideline shall allow the Chief and/or Assistant Chief to approve or deny any item(s) that are presented.

Guidelines:

- A. To place an order for item(s) the member must fill out a Request for Purchase Form and submit it to the Shift Supervisor for approval. This form will be filled out completely listing the date of order, the company name ordered from, the budget category, the item(s) to be ordered, the cost of each item(s) and the reason the item(s) shall be ordered.
- B. Provided that the Shift Supervisor has approved the request, the member then shall submit the Request for Purchase Form to the Chief and/or Assistant Chief for approval. If the Chief and/or Assistant Chief denies the request, the order cannot be placed.
- C. Upon approval, the form shall be given to the Administrative Assistant who will assign the Purchase Order number. The Administrative Assistant will keep the request form and it shall be filed in order to keep track of all spending. The member will be given a copy of the Purchase Order so that the order may be placed.
- D. In the event that the Chief and/or Assistant Chief are not available to review the purchase request, the Shift Supervisor may sign on his/her behalf. If the item(s) to be purchased are needed immediately and the Shift Supervisor, Chief and/or Assistant Chief are not available, the Acting Shift Supervisor may approve the Request for Purchase Form only after the Chief has been contacted.
- E. All deficiencies shall be noted on the freight bill prior to the delivering agencies departure.
- F. Once the item has arrived, the packing slip shall be checked and an inventory of the item shall be concurred. The packing slip shall be given to the Administrative Assistant when the item is received which will OK the item for payment.