

CLIO AREA FIRE DEPARTMENT POLICY

Purchasing

Purchasing of any item or service shall be done at the direction of the Chief of the Department or his designee.

Multiple bids shall be solicited, where practical, unless the item is a sole source supplier or a long term agreement or contract.

All purchases above \$500 must be pre-approved by the Fire Authority Board. In the event of an emergency repair, the Chairman of the Fire Authority Board may authorize the purchase without calling a special meeting of the Board.

The Fire Chief has the authority to purchase up to \$500.00 without prior approval of the Board.

All requests for vehicle or equipment parts or services shall be cleared through the Apparatus Officer.

All requests for hall maintenance items shall be cleared with the Station Battalion Chief.

PURCHASE ORDERS

Purchase Orders will be completed and approved for all purchases.

Each Purchase Order shall be filled out completely, and shall include:

- A. Company and address from which the purchase will be made.
- B. Date of Purchase Order
- C. Itemized list or description of purchase.
- D. Amount of purchase
- E. Budget account from which the purchase will be made.
- F. Approval by the Chief or his designee.

A copy of the Purchase Order will be provided to the vendor at the time of the order or purchase, with instructions for the vendor to include the Purchase Order Number on the invoice for goods or services.

A copy will also be forwarded to the Clio Area Fire Authority Treasurer or their designee.

CREDIT CARD USE

Credit cards shall be issued in the name of the Department Secretary (1) and the Fire Chief (1).

Credit Cards shall be used for purchases that are not available through the normal Purchase Order process; however, a Purchase Order shall be completed, approved, and provided to match with the Credit Card Invoice.

All Receipts, Internet Order documentation, etc. must be provided immediately on purchase of the items/services to assure proper accounting is made.

The Chief or his designee must authorize any Credit Card purchase prior to the purchase.

The Chief or his designee shall review all Credit Card purchases.

PURCHASING TO NFPA STANDARDS

Purchases for Vehicles, Breathing Apparatus, Structural Firefighting Ensemble, Personal Protective Equipment (PPE), fire hose, ladders, and other items as appropriate shall comply with the appropriate NFPA Standard.