


EAST COUNTY FIRE & RESCUE
POLICIES, PROCEDURES & GUIDELINES

SUBJECT: Purchase Procedure Policy

PPG NUMBER: 90.3.2

Page 1 of 2

DATE OF ISSUE: 06-05-07

APPROVED BY: 

Board Chair

REVISED: 05-07-2019

POLICY:

Purchase Requests:

A signed and completed Receipt Document or Purchase Request Form with receipt attached shall be submitted to Accounts Payable for all purchases.

Receipt Documents may be used for small purchases under the amount of \$100.00.

A Purchase Request Form shall be used for all other purchases.

Receipt Documents must be completed legibly with details of the purchase and the receipt must be attached.

Purchase Request Forms must include the following:

- detailed description,
- proper authorization,
- complete ordering information at the bottom of the form.

All forms and documentation must be submitted to Accounts Payable.

Approval Authority:

1. Purchases up to \$100.00 may be made by duty crews when the Captain is not available. The duty crew shall be required to notify the shift Captain of all purchases.
2. Purchases up to \$500.00 - Shift Captains
3. Purchases up to \$750.00 - East County Fire & Rescue Assistant Chief
4. Purchases up to \$1000.00 - East County Fire & Rescue Fire Chief
5. Purchases over \$1000.00 - Board of Fire Commissioners
6. Emergency Purchases over \$1000.00 needed between Board Meetings - East County Fire Chief or designee, and one East County Fire & Rescue Fire Commissioner.

Program Management Approval Authority:

As the program management system has been implemented to streamline the process by which personnel are able to complete their assigned tasks, the following purchase guidelines will supersede those outlined above.

1. Purchases up to \$100.00 - East County Fire & Rescue personnel are assigned a task under the program management system.

2. Purchases up to \$1000.00 - East County Fire & Rescue Program Managers may authorize budgeted purchases within their program areas.
3. Purchases over \$1000.00 - Board of Fire Commissioners.

Receiving:

- Any volunteer or staff member that receives goods shall forward the receipt or packing slip and completed documentation to Accounts Payable.
- 7. Personnel may submit an affidavit in lieu of a receipt if the original receipt is lost or a receipt is not obtained. The affidavit must include the user's original signature, the name of vendor, date of purchase, detailed description of purchase, and purchase price.