

**EAST COUNTY FIRE & RESCUE**  
**POLICIES, PROCEDURES & GUIDELINES**

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**SUBJECT: Purchase Procedure Policy**

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**PPG NUMBER: 90.3.2**

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**DATE OF ISSUE: 06-05-07**

**REISSUED: 01-18-2011**

**APPROVED BY:** 

**Board Chair**

**REVIEWED: \_\_\_\_\_**

**BY: \_\_\_\_\_**

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**POLICY:**

**Purchase Requests:**

A signed and completed "Receipt Document" with receipt attached shall be submitted to Accounts Payable for the following purchases:

- Fuel for apparatus
- Small purchases
- Reimbursement for approved out of pocket expenses

A "Purchase Request Form" with the appropriate authorization shall be submitted to the Purchasing Agent for all other purchases over \$100.00 unless you are purchasing within your program management area (see below). In this case, you will be required to submit the "Purchase Request Form"—with appropriate signatures—to accounts payable.

On rare occasions it may be more efficient for a volunteer or staff member to purchase an item without using the Purchasing Agent/Purchasing Process. On those occasions the person making that purchase must:

- Complete the request portion of the "Purchase Request Form"
- Obtain the appropriate authorization
- Purchase the item(s)
- Complete all of the ordering information at the bottom of the form
- Submit the completed form to the Purchasing Agent.

The element and object codes must be completed prior to submitting the request form. Exception: when the request is submitted by a volunteer, the approving authority shall be responsible for cost coding.

All volunteer uniform requests must be approved by the appropriate East County Fire & Rescue designated Program Manager prior to purchasing.

*NOTE:* When completing a Purchase Request Form, please include all necessary details ( i.e., color, size, model number, etc.) where appropriate.

**Approval Authority:**

1. Purchases up to \$15.00— Non-Career Staff
2. Small purchases –Any paid staff member

3. Purchases up to \$200.00 for cleaning supplies, office supplies, and office equipment—HR/Finance Manager and East County Fire & Rescue Purchasing Agent
4. Purchases up to \$500 – Any East County Fire & Rescue Officer
5. Purchases up to \$750.00—East County Fire & Rescue Assistant Chief
6. Purchases up to \$1000 – East County Fire & Rescue Fire Chief
7. Purchases over \$1000 – Board of Fire Commissioners.
8. 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- East County Fire & Rescue personnel are assigned a task under the program management system.
2. Purchases up to \$1000- East County Fire & Rescue Program Managers may authorize purchases within their program areas.
3. Purchases over \$1000-Board of Fire Commissioners.

**Receiving:**

- Any volunteer or staff member that receives goods shall forward the receipt or packing slip, via fax or inner office mail, to the Purchasing Agent, except for those who are purchasing within the Program Management System. These personnel shall be responsible for forwarding the completed purchase order-if applicable-and the packing slip and all other receipts, etc. to accounts payable.
- The Purchasing Agent shall reconcile the receipt or packing slip to the original Purchase Request, except for those who are purchasing within the Program Management System. These personnel shall be responsible for reconciling—and coding—all documents prior to sending them to accounts payable.
- All documents shall be date stamped to confirm date received. A copy of the above documents shall be forwarded to Accounts Payable by the Purchasing Agent.

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