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| Campbell County Fire Department Standard Operating Policy | | |
| General/Administration | Purchasing Policy |  105.04 |

PURPOSE:

- A. The purpose of the purchasing policy of Campbell County Fire Board is to:
 - a. delineate and govern all of the Fire Department’s purchasing and procurement activities;
 - b. delineate the authority and responsibility of the Fire Chief;
 - c. provide the framework for which the Fire Chief is to operate and develop procedures to ensure that all Fire Department purchasing and procurement activities comply with this policy; and
 - d. ensure that the Fire Department’s resources are utilized in the most effective and efficient manner while continuously providing a supply of goods and services necessary to support the Fire Department’s needs.

SCOPE:

This policy applies to all members and employees of the Campbell County Fire Department (CCFD) organization.

POLICY:

- A. The Fire chief and/or Comptroller are responsible for preparing procedures to implement this policy and developing internal controls to ensure compliance with the policy.
- B. The responsibilities of purchasing under the direction of the Fire Chief include the following:
 - a. Provide purchasing services in an effective and efficient manner.
 - b. Maintain public confidence in the procedures and processes used by the Fire Department in purchasing goods and services through an open and competitive process.
 - c. Ensure fair and equitable treatment of all persons who seek to provide goods, supplies, and services to the Fire Department.
 - d. Procure equipment, materials, supplies, and services in a timely manner at prices that are fair and reasonable and provide the overall best value to the Fire Department.
 - e. Establish and maintain safeguards to ensure a purchasing system of high quality and integrity.

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| Initial Approval: Revision Date: | Page 1 of 4 | Sam Saunders, Chairman ORIGINAL SIGNED |
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f. Present the expenditures to the Board each month for approval.

C. **General Provisions:** The Board recognizes that the Fire Department utilizes various methods to purchase goods. Generally the Board expects the Fire Chief to consider the following items prior to making a purchase: price, quality, value, and vendor locale. Therefore, the following general guidelines are to be adhered to in the purchasing process:

- a. Campbell County Fire Department’s Purchasing Guidelines mandate that all purchases over \$250 will be accompanied by Purchase Orders. Special Purchasing Situations such as the “Maintenance Department” and “Building Maintenance” are addressed in this policy.
 - i. Each employee requesting approval of a purchase is responsible for the accuracy and completeness of the information supporting his/her request for a purchase order.
 - ii. All purchases initiated by volunteer and career personnel exceeding \$500 will include the signature of the Chief. All purchases will have the signature of an authorized Captain who is charged with responsibility for the corresponding account.
 - iii. Purchase orders will be required prior to placing orders for goods and/or services. Asset tags will be assigned to items valued over \$500, and it will be the responsibility of the captain to inform the inventory program administrator to affix tags and keep tags up to date.
 - iv. If a Captain is not present, a Division Chief will be responsible for approving and signing purchase orders. Administrative Personnel are not authorized to sign purchase orders.
 - v. The Fire Chief will sign purchase orders only when they have been presented by a Division Chief or the authorized Captain of the account.

- b. **If the purchase is under \$250:** Use a self-issuing continuous purchase order consisting of your Employee ID followed by the current calendar year. For example, Randy Sanders would use “SANRAN2011.” Simply write this information on your receipts prior to submitting them. All purchases must include a signature from the Captain overseeing the account in question.

- c. **If the purchase is \$250 to \$500:** Obtain a purchase order and obtain a Chief Officer’s signature.

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- d. **If the purchase is \$500 to \$1500:** Obtain a purchase order and signatures from Captain and from the Fire Chief.
- e. **If the purchase is \$1,500 to \$25,000:** First get quotes from at least three vendors (these need to be written quotes on Company letterhead, documentation must be attached to the purchase order). Then obtain a purchase order and a signature from your Captain and the Fire Chief.
- f. **If the purchase is over \$25,000:** First get written quotes from at least three vendors (documentation must be attached to the purchase order). Then obtain a numbered purchase order and get a signature from your Captain and the Fire Chief.

C. Special purchase order arrangements:

- a. **Maintenance Department:** The Maintenance Shop Supervisor will make approval of all items up to \$250.
- b. **Bulk Expendables:** The fire department has some vendors that provide and maintain an inventory of expendable items. Norco is one such vendor; this company provides us with a variety of cleaning supplies, solvents, etc. On a regular basis, they monitor our inventory of supplies and replenish them as needed.
- c. **Purchases for Significant Suppression Activities:** Emergency scenes of significant severity and/or involving extended duration require special purchase authority. At these scenes, the acting CCFD Incident Commander will use a self-issuing, continuous purchase order consisting of the Employee ID followed by the current calendar year and the Command Name of the response. For example, Chief Don Huber's Purchase Order Number would be "HUBDON2011, Bacon Creek Command."
- d. **Regional Response Team (RRT):** The captain in charge of RRT is responsible for gathering invoices and presenting them to Senior Administrative Assistant for submission and reimbursement.
- e. The department will not be financially responsible for personal items damaged or lost on fire department property or during fire department-related activities.
- f. Firefighter's clothing allowance account will only include approved items.

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- i. Most items supplied by the fire department will be standard issued. The Clothing Account can be used for an upgrade version. Sharing costs between clothing allowance and department line items of upgrades or purchases by the department is prohibited.

- g. Accounts
 - i. No splitting accounts for one purchase without the approval of the Chief.
 - ii. Personnel are permitted to purchase only those items specified in the approved budget. Excess funds remaining in accounts will be expended at the discretion and approval of the Chief.
 - iii. The Building Supplies Account is not to be used for personal items or meals.
 - iv. Captains will be held responsible for assuring that their accounts are not overspent. Only captains or their superiors are authorized to make account related inquiries with administrative personnel. Reminder: Administrative personnel do not have authority to approve or deny purchases.

- h. Notes:
 - i. Maintenance accounts are intended strictly for the repair and maintenance of items; not to purchase new items.
 - ii. If item is not budgeted for then it is going to be harder to get it. Items not included in the budget are difficult to approve for purchase, and may in fact be declined.

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