**Purpose:**

The purpose of this policy is to provide a framework by which purchases can be made. This framework is to be used for making both scheduled and emergency purchases.

**Procedure:**

1. Okolona Fire District will designate a Purchasing Officer to generate purchase orders for purchases and oversight and to follow this purchasing procedure. In the event the Purchasing Officer is unavailable to approve purchase orders, his or her designee will be authorized to generate purchase orders.
2. No purchase shall be made without an approved Okolona Fire District purchase order. Purchaser must make request via a Purchase Request Form, and shall forward this through the email system using the address of [OFDPurchasing@okolonafire.org](mailto:OFDPurchasing@okolonafire.org).

Exceptions may be made for emergency repairs.

3. The request, once approved by the Purchasing Officer, will then be forwarded to the Fire Chief for his/her final approval.

4. The provided purchase order number shall be furnished to all venders for reference on their invoices to be paid. All approved purchase orders shall be accompanied by a receipt from the vendor upon purchase. This receipt shall be attached to the purchase order and given to the administrative assistant for processing.

5 The individual that generates a purchase order shall not be authorized to approve that purchase order per this policy.

6. Members acting on special projects or with designated responsibilities such as Supply, Vehicle Maintenance, Personal Equipment, and administrative areas will be allowed to operate within the guidelines of this policy. These individuals may generate purchase orders within their own area of responsibility, but will submit these with a purchasing request to the Purchasing Officer. These persons will be responsible for monitoring their corresponding budget area or project budget and keep purchases within the available fund limits. Account balances and monitoring shall be verified through quick books via the administrative assistant.

7. All purchases in excess of $300 shall follow all purchasing procedures, only exception will be in

the preventative maintenance of apparatus provided by an outside vendor, but the Purchasing Officer will coordinate spending with the members having this responsibility.

8. Chief Officers and above may make purchases that are necessary for the common

good of the fire department without approval, provided the items are needed for

immediate use. An example: purchase of food or refreshment at the scene of a fire.

9. Credit Cards for specific vendors (i.e... Home Depot, Lowes …) will remain with the administrative assistant and strict adherence to sign out logs will be maintained. Examples are cards for office and station maintenance supply companies (Home Depot, Staples and etc.). Purchases made on these cards shall be limited to $300 and those members’ budgets that are drawn from these accounts should make the purchases if at all possible.

10. All purchases in excess of $3,000.00 should be competitively priced among competing vendors. Any purchases in excess of $20,000.00 shall be competitively bid with sealed bids submitted to the Board of Trustees.

11. The Fire Chief shall have the authority to spend up to $2,250.00 for purchases deemed necessary for the common good of the fire department.