



POLICY MANUAL

Purchasing Procedures Outside Area Responsibility

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Book Chapter Subject

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2.0 Purpose: Establish Procedures for Making Purchases Outside of Area of Responsibility.

2.01 Scope: All Fire Department Personnel.

2.02 **APPROVED BY CAPTAINS**

Purchases of small items for repairs of equipment and facilities under \$25.00 may be approved by Fire Captains.

Purchases for replacement of station/office supplies under \$25.00 may be approved by Fire Captains.

2.03 **APPROVED BY CHIEF OFFICER**

All new items relating to the station equipment, facilities and any other operational materials/supplies should be approved by a Chief Officer.

2.04 **MAJOR PURCHASES**

Major purchases outside a person's area of responsibility can be made only with the approval of a Chief Officer utilizing the chain of command. The approval will only be given when there are extraordinary circumstances. When an approval is given, the Chief will follow up by sending a memo to the appropriate person with the amount and reason for the purchase.