



**POLICY MANUAL**  
**Purchasing Procedures**  
**Over the Allotted Budget**  
Revised: 07-21-95

Code: 1 – 15 – 3

**Book** **Chapter** **Subject**

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3.0 Purpose: Set Guidelines for Making Purchases Over the Allotted Budget Amount.

3.01 Scope: All Fire Department Personnel.

3.02 **PURCHASES OVER THE ALLOTTED BUDGET**

It is understood that in an emergency operation such as the fire service certain equipment and supplies must be available in order to serve the public. Therefore, purchases beyond the allotted budget can be made, but only with the approval of a Chief Officer. In these cases, savings must be made in another part of the budget or a special appropriation approved by the City Council.