

**NORTH BERRIEN FIRE RESCUE DEPARTMENT****Category: General Operations****Issued: 2010, 01 Updated:****Title: Purchase Orders / Purchasing****OPERATIONAL POLICIES****Policy: 8-531****Issued By: F/C Spiegel****PURPOSE**

To systematically manage the approval, purchasing, tracking, and handling of budgeted and non-budgeted commodities. This process provides a check and balance system of inventory control.

**GUIDELINE**

Anyone who intends on making an approved purchase must complete a purchase order (PO). Once completed, the person making the request, signs the PO. It is then forwarded to the Fire Chief who oversees the budget from which funds will be used to make the purchase. The Fire Chief reviews the PO and evaluates the necessity and funding ability. The PO is either approved or denied and the initiator gets the PO back. Items that were approved can be ordered immediately. The employee makes the purchase using the purchase order number for reference. The department recommends to always include the initiator name on the order so that items ordered can always be tracked to the appropriate person once they arrive.

Once an item is received, the package is routed to the correct person. All invoices are given to the Fire Chief for cross reference and collation with PO. Invoices are paid by the Treasurer of the Fire Board. At the following Fire Board meeting, bills are submitted for review and payment.

The only exceptions to this process are for a required repair, call for service or routine household items that must be purchased in order to maintain normal business operation. Employees who purchase items from the North Berrien Fire Rescue Department budget are required to provide best price comparisons for items less than \$5,000.00. Items, which cost greater than \$5,000.00, are put to bid, a request for proposal, or are reviewed independently by the Fire Chief and Fire Board.

Paid invoices are filed and prepared for the annual audit by the Treasurer of the Fire Board.