



## Rogers Fire Department Standard Operating Procedures

<b>Policy Title:</b>	Purchasing		
<b>Policy Number:</b>	125	<b>Volume:</b>	Administration
<b>Approved By:</b>	Tom Jenkins	<b>Last Updated:</b>	November 2017
<b>CFAI Reference:</b>	4B.2	<b>CAAS Reference:</b>	104.01.02
<b>Revision Summary:</b>	Created – March 2009 Formatted – May 2012 Updated – November 2017 (Updated charge card)		

### PURPOSE

The purpose of this policy is to provide the framework by which purchases can be made by fire personnel.

### POLICY

1. No supplies shall be purchased without the approval of the Fire Chief or a Deputy Chief. Exceptions may be made for emergency repairs or normal incidental items. Purchases of incidental items may not exceed \$300 without approval.
2. Members acting on special projects or with designated responsibilities (Uniform Supply, Medical Supplies, etc) will be allowed to operate within the guidelines established with the Fire Chief. These positions will be responsible for monitoring their corresponding budget or project budget and keep purchases within the available fund limits.
3. Company officers may make purchases that are necessary for the common good of the fire department, without Chief Officer approval, provided the items are needed for immediate maintenance of the station, apparatus, or equipment and the total is less than \$75.
4. Charge cards for specific vendors will be issued to Chief Officers only. Cards will not be used for personal purchases.
5. City purchase cards (commonly referred to as "credit cards") issued through the finance department shall be issued to Company and Chief officers as approved by the fire chief. Members will be responsible for submitting all receipts with applicable details after purchases.