



Rogers Fire Department Standard Operating Procedures

Policy Title:	Purchasing	Volume:	Administration
Policy Number:	125	Last Updated:	February 2021
Approved By:	Tom Jenkins	CAAS Reference:	104.01.02
CFAI Reference:	4B.2		
Revision Summary:	Created – March 2009 Formatted – May 2012 Updated – November 2017 (Updated charge card) Updated – February 2021 (Amounts and Process)		

PURPOSE

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

POLICY

No supplies or equipment shall be purchased without the approval of the Fire Chief, Deputy Chief or Battalion Chief. Exceptions may be made for emergency repairs or normal incidental items. Members working 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. No purchase shall be made without ensuring funds are adequate.

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 \$100. If the amount exceeds \$100, the company officer should seek approval.

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. Failure to submit receipts shall result in the revocation of the city purchase card and may require reimbursement by the member making the purchase. Charge cards for specific vendors will be issued to chief officers only. Cards will not be used for personal purchases.