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| <b>Subject:</b>        | <b>PURCHASING: AUTHORIZATION AND CONTROL</b> |
| <b>Section:</b>        | <b>PPG# 6200</b>                             |
| <b>Chapter:</b>        | <b>Fiscal Management</b>                     |
| <b>Effective Date:</b> | <b>7/1/98</b>                                |

## **POLICY**

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### Purchasing: Authorization and Control

The chief is authorized to initiate expenditures and purchases not to exceed \$2500.00; except that the chief shall have the authority to make purchases without advance approval when it is necessary to protect the interests of the fire district without proper prior authorization may be held personally responsible for payment of such obligations. Approval of the commissioners is required for purchase in excess of \$2500.00.

The district has established open accounts at several local firms. When purchasing a supply item through an “open account”, the staff member after completing the transaction must submit the invoice to the administrative secretary. The invoice must be signed to acknowledge that the item has been received and is a true and just claim against the district.

Approved purchase orders are necessary to make purchases at other vendors. The purchase order shall show the name of the item and estimated price. The chief or administrative secretary may approve purchase orders. A signed packing slip or receipt must be submitted acknowledging that the item has been received.