



POLICY MANUAL

Purchasing Procedures

General

Code: 1 – 15 – 1

Book Chapter Subject

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Page 1 of 1

1.0 Purpose: Set General Guidelines for Purchasing.

1.01 Scope: All Fire Department Personnel.

1.02 **GENERAL**

All purchasing should be accomplished by the individual with the responsibility of coordinating that portion of the budget; i.e., the station supply officer should make the necessary purchases for his function, maintain his own records and make recommendations for the annual budget amounts. This is the same for all functions, such as protective clothing, medical supplies, apparatus and equipment, etc.

1.03 **INTENT**

There are several reasons for this method:

- (1) To place the authority to make purchases with the responsibility of the function.
- (2) Give the person the closest working relationship with the funds.
- (3) Building the executive responsibility of the officer in the area of budget and finance.
- (4) Spread out the workload.
- (5) Make the person accountable for his function with minimal interference.