



# POLICY MANUAL

## Purchasing Procedures

### Purchasing

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Book Chapter Subject

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4.0 Purpose: Establish Purchasing Procedures.

4.01 Scope: All Fire Department Personnel.

#### 4.02 PURCHASING

All purchases must have a purchase order number unless it is a cash purchase. There are **no** "blanket" purchase orders. A purchase order number shall be obtained from Headquarters prior to the purchase.

#### 4.03 PETTY CASH

Petty cash should always be used for small purchases of \$25.00 or less. All purchases over \$25.00 should be done by purchase order.