



5.0 Purpose: Establish Procedures for Issuing Purchase Order numbers up to \$2,500.00.

5.01 Scope: All Fire Department Personnel.

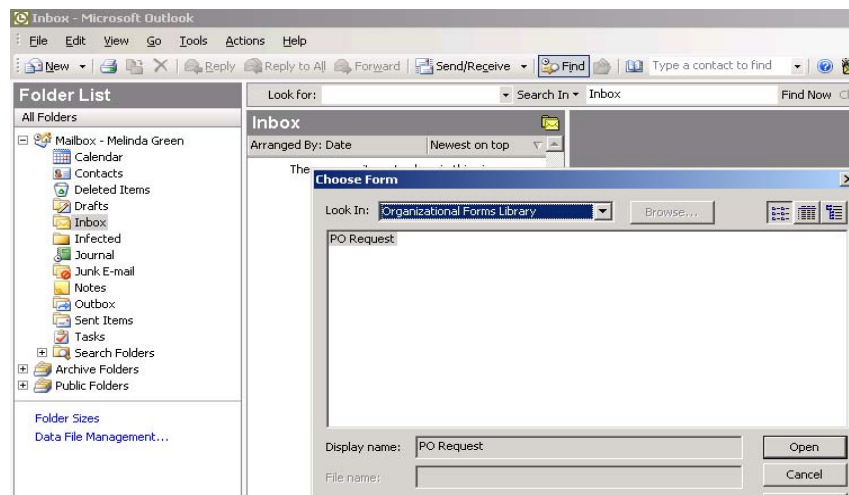
5.02 **PROCEDURE**

Purchase order numbers for purchases up to \$2,500.00 shall be issued prior to every purchase by request through the MS Outlet Purchase Request Form. The form must be filled out completely. E-mail your request to the manager, the program coordinator, and the clerical group at HQ.

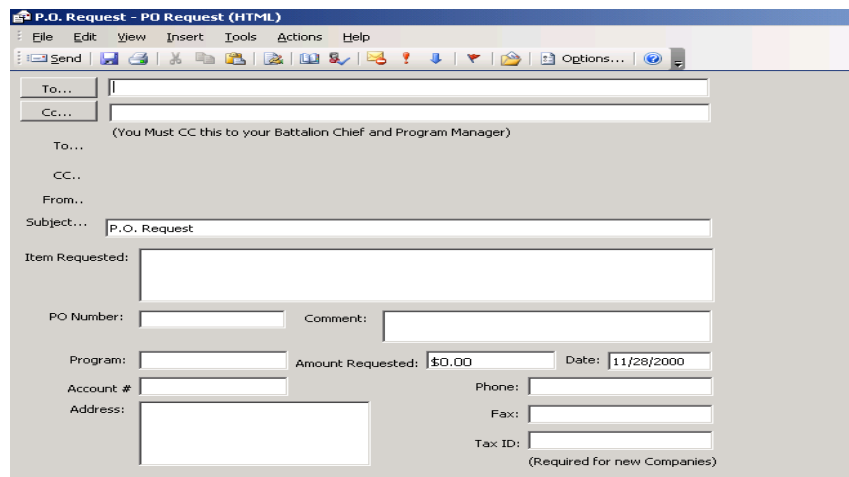
To get to the PO Request Form:
 Outlook, tools, forms



Choose form, Organizational Forms Library



Open PO





Your request should always include the following:

- 1) Name of vendor
- 2) Address of vendor (may be omitted if prior purchases were made)
- 3) Phone number of vendor (may be omitted if prior purchases were made)
- 4) Items(s) you are purchasing
- 5) Cost of item(s) without sales tax (tax will automatically be calculated)
- 6) Any shipping or handling fees
- 7) Account number - this should be the complete 10-digit number
- 8) Day that you need this purchase order number
- 9) CC: to Captain and Battalion Chief

At least 24 hours should be allowed from the time you make your request until you receive the purchase order number.

If you need the number immediately, please back up your request with a telephone call to Headquarters, remembering that this is a computer-generated system that requires someone to input the request and a Chief Officer to electronically approve the request.

After the purchase order has been created, the clerical staff will E-mail the PO number to the originator of the PO, with a CC to ALL, the purchase order number.

Upon receipt of the merchandise/service, the receiving slip, packing slip, or invoice **must** be sent to clerical at Headquarters. The purchase order number should show on the slips/invoices. This is necessary in order to pay for the merchandise/service.

Never tell a vendor to call Headquarters to get a purchase order number.

5.03 **EMERGENCY PURCHASE OR REPAIR**

If an emergency purchase or repair is made on the weekend without a purchase order, be sure to explain that on your Microsoft Outlook Purchase Request Form.