

PURCHASING POLICY

TYPE	DESCRIPTION	EXAMPLES	THRESHOLD	FINAL APPROVAL	
Petty Cash	Any small purchase of materials, supplies, services, etc. purchased by an employee to be reimbursed by the District	repair supplies, parking fees, tolls, etc	\$50	Fire Chief	
Capital Purchase	Any purchase of an item with an individual cost over \$1,000, that is neither an emergency, natural disaster, maintenance or routine item and requires a purchase order.	Equipment, vehicles, computers, etc			
		Category 1	3 informal quotes - Optional	\$1,000 - \$5,000	Fire Chief
		2	2 written quotes - required	\$5,000 - \$10,000	Fire Chief
		3	2 written quotes - required	> \$10,000	Board of Fire Commissioners
Non-Capital Purchase	Any purchase of an item with an individual cost under \$1,000	Office supplies, janitorial supplies, computer supplies, medical supplies, vehicle repairs	\$1,000	Fire Chief	
	Any vehicle maintenance repair with a cost of \$30,000 or less	vehicle maintenance	\$30,000 or less	Fire Chief	
Exempt Purchase	Any purchase or expense that doesn't require a purchase order due to the nature of the expense	Payroll, employee benefits, insurance, utilities	N/A	Fire Chief	
Emergency Purchase	Any purchase not budgeted for that may cause the District interruption without immediate repair	Building repair, equipment repair, equipment,	\$25,000	Fire Chief	
Natural Disaster Purchase	Any purchase not budgeted for that is the result of a natural disaster and would cause normal operations or major portions of the District would cease or be seriously impaired if immediate corrective action is not taken.	Purchases needed to keep the District functioning in normal capacity	\$200,000	Fire Chief	

(Board of Fire Commissioners will approve anything beyond Fire Chief approval limitations)