

Town of Wright Fire District Policies

Policy Name: **2.0 Purchasing Procedures**

Date Adopted: 2/8/10

Effective: 2/8/10

Revised:

Reviewed: *Annually*

Note: No piece of equipment should be ordered without first obtaining a numbered purchase order from the treasurer

For Non-Emergency Purchases

1. All purchases must conform to the NYS Procurement Policy adopted annually by the Fire District.
2. All purchases are to be made by designated Department Procurement Officer or Chief only.
3. Every purchase in excess of \$100 is required to have a numbered Purchase Order.
4. Every purchase in excess of \$250 is required to have the approval of 2 GVFD Chiefs.
5. If vendor is not on the approved vendor list, the chief must provide written justification and the vendor must be approved by the Board of Commissioners.
6. Fire District purchase order form must be used.
7. The information needed to obtain the Purchase Order:
 - Specific item to be purchased, with quantity
 - Cost to include shipping and handling fees
 - Vendor name and address
 - Budget line to be used.
8. Any purchases outside approved budget lines **must have pre-approval of the District.**
9. Complete the PO request worksheet and submit to the Treasurer for numbered purchase order. Contact by e-mail: wrightfd@yahoo.com.

For Emergency Purchases

1. All purchases must follow procedures 1-6 noted above.
2. An ***Emergency*** Purchase is a purchase that is required to keep existing, frontline EMS or fire service equipment in service.
3. If there are questions as to whether an item is an emergency repair, it shall be referred to the Board Chairman or in their absence, at least 3 board members for making the distinction.
4. For emergency repairs, immediate notification to the Chairman and Treasurer is required, including approximate cost, vendor name, and budget line. If vendor is not on the approved vendor list, the chief must provide written justification as noted above.
5. For budgeted purchases estimated under \$500, a purchase order number will be assigned and the repair can be made as long as the line item is still funded. For emergency repairs estimated over \$500 (or for line items not sufficiently funded), the Board Chairman will poll the Board for majority approval prior to authorizing the repair to proceed.
6. For non-budgeted purchases estimated under \$100, a purchase order number will be assigned and the repair can be made. For emergency repairs estimated over \$100 the Board Chairman will poll the Board for majority approval prior to authorizing the repair to proceed.