

Adopted by Board of Comm
on February 18, 2009

Review and adopted by
Board of Comm April 4,
2019

Pocatello Fire District Purchasing Procedures

GENERAL

1. With the exception of purchases made under blanket purchase orders and/or confirming orders (those requiring immediate action) only the Board of Fire Commissioners may commit the District to a purchase.
2. It is the responsibility of the Treasurer to make alternate suggestions if, in the judgment of the Treasurer, the specifications would restrict competition or otherwise preclude the most economical purchase of the required items. In case of disagreement as to the contents of the specifications, the Board of Fire Commissioners shall make the final determination.
3. Each Board member and chief is responsible for compliance with the purchasing procedures adopted.
4. No purchasing will be done without a signed purchase order.

QUOTING REQUIEMENTS

Purchases:

- Up to \$500 – discretion of the department
- Over \$500 to \$3,500 – 3 verbal quotes
- Over \$3,500 to \$10,000 – 3 written quotes
- Over \$10,000 – formal bid

Contract and/or Projects:

- Up to \$2,500 – discretion of the department
- Over \$2,500 to \$10,000 – 3 written quotes
- Over \$10,000 – formal bid

PURCHASE ORDERS

1. The purchase order will be signed by one of the Board of Fire Commissioners.
2. The yellow copy of the purchase order will be returned to the Treasurer. See RECEIPT OF GOODS section.

3. When canceling an order, attach a copy of correspondence with the company to the yellow copy (receiving copy) of the order and send to the Treasurer.

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NOTICE TO VENDORS

Written notice will be given to each supplier/vendor explaining the purchase format. Vendors deviating from the purchasing procedure will be notified immediately.

Consideration will be given to the inclusion of the following statement in both procedures adopted and notice to vendors:

THE POCATELLO FIRE DISTRICT WILL NOT BE RESPONSIBLE FOR PURCHASES MADE WITHOUT PRIOR AUTHORIZATION FROM THE BOARD OF FIRE COMMISSIONERS EXCEPT AS OTHERWISE STATED HEREIN.

BLANKET PURCHASE ORDERS

Blanket purchase orders may be issued to various vendors for purchase of items considered to be of immediate need or for the purchase of consolidated (bulk) purchases.

The reason for the use of blanket purchase orders:

1. To eliminate the necessity for the issuance of separate orders for groups of items, which are purchased frequently from the same vendor. An example of this would be automotive supplies.
2. To permit the department to purchase items of this nature on an "as needed" basis when there is no provision to maintain an inventory.

The vendor's billing cycle (usually monthly) will be considered in determining the period of time covered by a blanket purchase order.

The amount of the purchase order shall be determined based on information available in the records covering previous fiscal years and data obtained from the department.

CONFIRMING ORDERS

A verbal order, subject to subsequent confirmation by a written purchase order, may be given in cases where necessity for immediate action exists. Naturally, such a deviation from "the norm" should have a very limited use.

The individual placing such an order shall justify the need for this action in writing. Lack of proper planning should not be considered a valid reason for this process.

A confirming order should be issued immediately after availability of funds is determined and certified to. This order shall follow the same procedures but shall have priority so that the vendor will receive the order without delay. The order shall be marked "confirmation".

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RECEIPT OF GOODS

The Treasurer shall be given the yellow (receiving copy) of the purchase order.

When a delivery is made, the receiving member must fill in the information as to the quantity, which can only be obtained by counting or weighing the goods delivered.

The completed and receipted receiving copy (yellow) should immediately be forwarded to the Treasurer. Any invoices and/or shipping reports received from the vendor should be forwarded to the Treasurer.

AUDIT CLAIMS

A claim submitted to the Treasurer for audit for payment shall qualify when the following conditions are met:

1. Itemization is in sufficient detail for audit.
2. It is accompanied by the receiving copy of the purchase order signed by the receiver. This copy should state that the item has been received or the service rendered.
3. All invoices or other supporting statements are attached.
4. There is proper certification or verification by the claimant.

The claim is submitted to the Board of Fire Commissioners for audit and payment approval.

EXCEPTIONS TO PURCHASING SYSTEM

Thus far we have discussed the procedures to be following when a purchase order is needed. We reflected on the need for cooperation and control.

Control invoices not only compliance with required purchasing procedures, but also affects the paperwork necessary. "Over papering" can ruin the effectiveness or the system almost as quickly as noncompliance.

There are certain expenditures for which the processing of a purchase order is unnecessary. The following should be made without purchase orders:

1. Contracts for personal services.
2. Employee expenses such as conference expense, mileage, membership or organizational dues and other reimbursable expenses in performance of day-to-day duties.
3. Reimbursement of petty cash funds.
4. Utility bills.

5. Service contracts for fixed monthly or annual amount.
6. Medical examinations.
7. Legal Notices.
8. Postage costs.