

**WESTERN RESERVE JOINT FIRE DISTRICT
PURCHASE ORDER POLICY**

I. ALL PURCHASES MUST BE MADE IN ACCORDANCE WITH THIS POLICY.

To make a purchase, a purchase order request form must be completed. (A copy of this form is attached, as is a copy of the request instructions.) The form must include information relating to:

1. The item/service to be purchased.
2. The proposed vendor(s).
3. The expected cost (quotes to be attached, if possible. Multiple quotations are required on items over \$500).
4. The reason for the purchase.

The form is to be signed by a station officer, if originating as a station-based request.

(Medical supplies, Quartermaster requests, and District-wide purchases may be forwarded directly to the office without a station officer's signature.)

The PO form must be provided to the District Secretary for logging. Only after the PO request form has been properly completed and logged, will the form be forwarded to a Chief Officer for review and signature. After a Chief Officer has reviewed and signed the PO request form, the form shall be forwarded to the Clerk. In cases where a faxed request is necessary, a hard copy must also be provided to the Clerk.

II. PURCHASES IN EXCESS OF \$50,000

All purchases with an expected value equal to or in excess of \$50,000 shall be purchased through a formal bidding process, in accordance with the applicable provisions of the Ohio Revised Code.

III. ALL PURCHASES GREATER THAN \$500:

All purchase orders requests for amounts in excess of \$500 shall be placed on the Board of Trustees meeting agenda for review. Multiple quotes are required for Board review.

If more than one item is to be purchased from the same vendor and the aggregate cost of purchases exceeds \$500, the purchase shall be placed on the Board agenda.

If identical or nearly identical items are purchased from more than one vendor, and the aggregate cost of the items purchased from all vendors exceeds \$500, the purchase shall be placed on the Board agenda.

Once the Board has reviewed and approved the purchase request, the Clerk shall issue the PO number in writing within 48 hours. A copy of the PO form shall be delivered or faxed to the District office for distribution.

Purchases in excess of \$500 may only be made once the PO number has been issued by the Clerk.

IV. PURCHASES LESS THAN \$500 AND GREATER THAN \$50:

Purchases equal to or less than \$500, but greater than \$50 do not require Board approval. If funds are available in the approved District budget fund, a PO shall be issued by the Clerk in writing within 48 hours. The PO number shall be hand-delivered or faxed to the District office.

If money is not available in the budget for the purchase, the Chief Officer approving the purchase shall be notified immediately by the Clerk.

If the information contained in the PO request is clerically incomplete (does not contain the required information set forth in Section I.), the Clerk shall contact the Chief Officer who approved the PO request within 24 hours of receipt of the request in order to obtain the needed additional information.

Purchases may be made only with the PO number.

V. PURCHASES EQUAL TO OR LESS THAN \$50:

Purchases equal to or less than \$50 do not require issuance of a purchase order in advance. The appropriate station or Chief Officer shall sign the receipt and deliver it to the Clerk within 48 hours of the purchase. The receipt shall be attached to the purchase order request form utilized for other purchases. Sales tax will not be reimbursed.

VI. EMERGENCY REPAIRS AND PURCHASES:

The Board recognizes that in some cases an immediate repair must be made, such as the case when a fire engine breaks down on the roadway. Where an emergency repair must be made and the cost is less than \$500, the repair may be initiated prior to or at the same time the Clerk is notified. Where an emergency repair must be made and the expense is likely to exceed \$500, the Clerk shall be notified of the emergency. The Clerk shall attempt to contact the chairman or two Board members for verbal approval. If the Chairman or the two Board members cannot be reached timely, a PO shall be issued and emergency repairs shall be made.

For emergency purchases, the Clerk shall contact Board members to obtain two verbal approvals for the purchase. The Board shall formally review and approve the emergency purchase at its' next regularly scheduled meeting.

If the Clerk is not available, the Chair of the Board or two Board members may be contacted directly by a Chief Officer. The Board Chair shall be advised of the issuance of the PO within 24-hours.

VII. RECEIPTS:

Upon receipt of the equipment or service, the District shall provide copies of the receipt, invoice, shipping statement, or other document providing proof of the expenditure to the Clerk. Where any issues exist with respect to the equipment or service received, the

Clerk shall immediately be notified so as to hold payment and address the issues further with a Chief Officer or the Board of Trustees.

VIII. OUTSTANDING BILLS WITHOUT PO'S

In the event this policy is not followed by an employee of the District (an expense is incurred without a P.O.), a Chief Officer shall be notified by the Clerk within 24-hours after learning of the deviation from this policy. The Chief Officer shall gather the necessary information to provide to the Board of Trustees at its' next regularly scheduled meeting. All purchases made without PO's are subject to review and approval of the Board of Trustees.

IX. NEW VENDORS

Prior to making a purchase from a new vendor, District employees should make sure that the vendor is provided with a tax-exempt certificate. The vendor should accept the certificate since the District does not pay or reimburse sales/use taxes.

Original PO Policy adopted October 8, 1997

Policy amended January 19, 2005

Section II amended July 9, 2008