

**Stillwater Fire District**  
**Stillwater, New York**

**Fire District Policy and Procedure**

**Policy Number: 1 of 2006**

**Policy Name: Purchasing Policy**

**Date Issued: December 19, 2005**

**Effective: February 13<sup>th</sup>, 2006**

**Revised: \_\_\_\_\_**

**Review Date: January 2010**

**I. PURPOSE**

- A. The purpose of this policy is to provide guidance and assign responsibility for the purchase of items to be funded by the Stillwater Fire District hereafter to be known as the "Fire District".

**II. POLICY**

- A. All items funded for purchase by the Fire District shall be presented to the Board of Fire Commissioners for approval.
- B. Items shall be submitted in writing with brief justification and recorded for public perusal to assure establishment of a competitive price for such purchase. Quotes shall be submitted contingent on the following dollar values:
1. Items \$0 to \$2,499 shall be submitted in writing with two telephone price quotes, to include company name, date and number of days quote is good for.
  2. Items \$2,500 to \$5,000 shall be submitted in writing with two written price quotes to include company name, date and number of days quote is good for.
  3. Items \$5,000 to \$9,999 shall have a minimum of three written price quotes to include company name, date and number of days quote is good for.
  4. Items in excess of \$10,000 shall be competitively bid, unless the item is available through State Contract negotiated through the NYS Office of General Services.
  5. Each quote shall include the cost of labor, shipping, material and equipment or other applicable fees noted separately.
  6. The Fire District shall insure all purchases meet or exceed Federal, State or local requirements. The Fire District shall consider NFPA or other generally accepted standards when purchasing equipment.

**III. PROCEDURE**

- A. A request to purchase items funded from Fire District funds shall be submitted for the Board's approval.
1. The request shall include a brief description of the item, its use and why it is needed, estimated time of arrival and planned use of item or equipment.
- B. By the 1<sup>st</sup> of September the Chief or designee shall submit to the Board a list of equipment that the fire company is requesting for the following fiscal year.
- C. The list shall contain the following information.
1. Items needed as a replacement to lost or worn equipment in order of priority.

2. New items needed to maintain the firefighters in a ready state in order of priority.
  3. Each item will have prices attached in accordance with the guidance in Section II (B)(1-2 or 3)
  4. A preferred vendor shall be designated for each item or series of items.
  5. Every attempt shall be made to standardize equipment throughout the department.
  6. Identify the number of items for each category.
  7. Prices shall be provided for each item/category and an estimated total shall be shown for each item, series of items in each category and the total estimated cost of equipment for the year.
- D. Ordering equipment or material to be funded by the Fire District.
1. No material or equipment shall be ordered without the express consent of the Fire District Board.
  2. Any equipment ordered without consent of the Board shall be the responsibility of the person who orders the material or equipment.
  3. All equipment shall be ordered in the name of Stillwater Fire District (not Arvin Hart Fire Company), with a bill to address of PO Box 28, Stillwater, NY 12170, ATTENTION Treasurer.
  4. Invoices and shipping papers shall be bundled and turned over to the treasurer. A written explanation of the item shall be clearly labeled on the documents.
  5. Any person purchasing material or equipment in the name of the fire district shall sign **and print** their name on any documents received from the vendor.
- E. Acceptance and delivery of purchased equipment shall be reported.
1. The Board of Fire Commissioners shall be informed upon the delivery or installation any material that was purchased by the Board.
  2. All documents including invoices, packing slips, shipping papers etc. associated with delivery or acceptance of material or equipment purchased by the Board shall be delivered to the Board in person or by leaving said documents in a mail box designated by the Board.

#### **IV. EMERGENCY PURCHASE**

- A. It is recognized that emergency purchases for the repair and replacement of critical fire equipment is required on rare occasions. Emergency purchases in an amount not to exceed \$500.00 may only be made after consultation with a representative of the Board of Fire Commissioners.
1. Emergency purchases must be made in compliance with the guidelines in Section II (B)(1-2 or 3).
  2. Any emergency purchases for the repair or replacement of critical fire fighting equipment shall be discussed and justified at the next Board of Commissioner's meeting.
  3. The preferred method for funding of Emergency Purchases is by use of the Fire District credit card. This method insures an auditing record for each purchase. District credit cards are held by each fire commissioner.

#### **V. CREDIT CARD PURCHASES**

- A. Upon making purchases with a district credit card, documentation shall be submitted to the treasurer which details the funds expended by use of the card to include date, purpose, and receipts associated with purchase.

- B. When traveling on district business all expenses shall be documented on a travel voucher within 30 days of the completion of the trip.
1. Travelers on official business shall be reimbursed using the per diem method or the actual voucher method for reasonable expenses incurred upon submittal of a travel voucher including, lodging, meals, transportation expenses, and mileage at the rate established by the federal government at the time of travel.
    - a. The two methods of reimbursement are per diem rates as established by the federal government thus not requiring receipts and by actual receipts for reasonable expenses submitted by the traveler.
  2. Travel reimbursement shall be made at rates equal to the per diem rates published by the federal government, unless otherwise justified in writing and accepted by the Board of Fire Commissioners.

By Order of Board of Fire Commissioners – Stillwater Fire District

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Chairman Board of Fire Commissioners