

**EL DORADO COUNTY FIRE PROTECTION DISTRICT**  
**STANDARD OPERATING GUIDELINE**

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<b>ARTICLE 2: ADMINISTRATIVE POLICIES</b>	<b>EFFECTIVE DATE: 05-26-94</b>
<b>SECTION 4: PURCHASING</b>	<b>REVISION DATE: 10-17-2019</b>

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- 2.4.1 PURPOSE: The District is responsible to identify where and how much money is being spent for equipment and supplies. Purchase order control provides a system for matching items to be purchased against the budget.
- 2.4.2 PROCEDURE: The following steps shall be followed to help alleviate confusion when requesting purchases.
- A. Prior to any purchases, every effort shall be made to determine if the District already has the item in stock.
  - B. The District will be establishing open accounts at suppliers commonly used. If a Purchase Order number is required for accounts the employee shall use its employee number.
  - C. The district shall maintain a "CalCard" credit card account. All first out apparatus and Chief Officers shall be issued one card.
  - D. Any purchase less than \$101 dollars shall receive verbal approval from a Company Officer. The name of the Company Officer approving the request shall be noted on the receipt.  
Any purchase more than \$100 dollars shall receive a verbal approval from a Chief Officer. The name of the Chief Officer and the name of the Company Officer purchasing shall be on the receipt.
  - E. All receipts, invoices or register slips shall be returned to the District Finance Office as soon *as* possible.
  - F. All Chief Officer/ Company Officer purchase orders, receipts, invoices or register slips shall have the person's printed name and signature making the purchase. As well as Employee # and either District or JPA. Other information such as vehicle identification, station number or description of what the purchase was for is required.
  - G. Clarification of any expenditure(s) shall be conducted between the authorizing Chief Officer and the District Finance Office.