



SCOTTS VALLEY FIRE PROTECTION DISTRICT			
STANDARD OPERATING PROCEDURES DATE APPROVED: APPROVED:	ARTICLE: I	SOP: 1201	
	SECTION: 1200 FINANCE		
	SUBJECT: PURCHASE ORDERS		
	12/9/2020		
			

Purpose: To provide a consistent means of authorizing, documenting, and tracking purchases on behalf of the Scotts Valley Fire Protection District (SVFPD).

Scope: To be utilized by all personnel making purchases on behalf of the SVFPD.

Procedure:

1. Utilization of Purchase Orders (PO):
 - A. POs shall be filled out for all purchases not made with a Cal Card.
 - B. POs shall be filled out when utilizing any vendors without an open purchase order.
 - C. Once a PO is completely filled out, it shall be filed in the appropriate account file, in the "open purchase order" section.
2. Checking in Purchases Received
 - A. When the product is received, add the date received and received by to the Order Log (*See attached copy, Form #1*). Products will then be placed in the receiving area.
 - B. The appropriate person shall mark the products as being "received" on the PO.
 - C. If there is more than one item on the purchase order and all of the items have not been received, a photo copy of the PO with the items received noted on the PO shall be put with the invoice and the items paid will be marked on the PO.
 - D. The original PO shall be returned to the open file until the order has been received in its entirety.
 - E. Once all of the products have been received on a given PO, it shall be so noted and placed in the "to be paid" file indicating that all of the products have been received in good condition.
 - F. The POs in the "to be paid" file are ready to be paid when the bill is received.
 - G. Once the bill has been paid, the PO shall be filed with the bill.