


SCOTTS VALLEY FIRE PROTECTION DISTRICT



STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP 1203
	SECTION: 1200 FINANCE	
	SUBJECT: PURCHASING AUTHORIZATION	
	DATE APPROVED: 12/8/2020	
APPROVED:		

Purpose: To establish a clear procedure for Scotts Valley Fire Protection District (SVFPD) employees to make necessary purchases on behalf of the SVFPD.

Scope: This procedure provides guidance to (SVFPD) employees when making purchases on behalf of the SVFPD. While this procedure gives specific authority for making purchases, it is not meant to replace good fiscal judgment for conducting business. It is imperative that purchasing officers monitor and track the status of the various SVFPD budget accounts in order to assure funds are available for a projected purchase.

Definitions:

Purchase Order (P/O):

A document that is filled out by a SVFPD member authorizing a financial transaction. Purchase orders are required for all purchases not paid on the Cal Card or when utilizing a vendor who is *not* recognized as having “*open purchase order*” authorization. All Purchase Orders are to have a unique number and must be logged on the “*Purchase Order Log*” (See attached copy, Form #2)

Capital Expenditure:

Capital expenditures shall follow the policies and procedures as outlined in Policy 1600, *Purchasing*.

Fixed Asset:

Five thousand dollars (\$5,000.00) or greater in value and is a non-disposable item such as furniture, large tools and portable equipment and is required to be tracked as inventory. Fixed asset items are to be charged to fixed asset accounts.

Open Purchase Order:

A pre-arranged charge account with a vendor for the purpose of making routine or emergency purchases. The vendor will bill the SVFPD on regular intervals once several purchases have been accumulated (typically for hardware, automotive parts, etc.).

SCOTTS VALLEY FIRE PROTECTION DISTRICT		
STANDARD OPERATING PROCEDURES	ARTICLE: I	SOP: 1203
	SECTION: 1200 FINANCE	
	SUBJECT: PURCHASING AUTHORIZATION	



Procedure:

1. Purchases Requiring Authorization

- A. Capital expenditures shall be authorized by the Board of Directors as outlined in Policy 1600, *Purchasing*.
- B. Purchases of items such as new equipment, tools, furnishings or other items that are not routine maintenance in nature that exceed \$100 shall be reviewed by the responsible chief officer and may require consultation with the Fire Chief.
- C. All formal contracts for services shall be approved by the Fire Chief prior to entering into the contract to utilize those funds as appropriated, and in conjunction with Policy 1600, *Purchasing*.
- D. Budget Appropriations and/or Fund Transfers shall be authorized by the Board of Directors.
 - **Fire Chief:** The Fire Chief is authorized to make any expenditures as appropriated by the Board of Directors.
 - **Battalion Chief:** The Battalion Chief shall review and authorize or deny purchases within their operational assignments based on need and fiscal impacts.
 - **Fire Captain:** Fire Captains may make purchases as needed or within their operational assignments with approval from the on-duty Battalion Chief.
 - **Firefighters:** Firefighter may make purchases, if needed, at the direction of their Captain.
 - **Administrative Staff:** Administrative staff shall make purchases to maintain the office, station supplies, and as directed. Purchases shall be approved by the on duty Battalion Chief or Fire Chief.

2. Documentation:

Purchase orders shall be filled out for all purchases not paid on the Cal Card or when utilizing a vendor who is **not** recognized as having “*open purchase order*” authorization.

- A. P/O shall be filled out pursuant to SOP 1201, *Purchase Orders*.
- B. All shipped items including Purchase Order purchasing shall be logged on the “*Order List (All Shipped Items)*”
- C. For purposes of vendors with “*open purchase orders*”, the customer copy shall be put in the “*to be paid*” file. Information to be noted on the customer copy shall include signature of purchasing member, date, purpose of the item, and approval signature of Battalion Chief.