

Hahnville Volunteer Fire Department

Purchasing Procedure and Expenditures

In order to maintain adequate control and records of all expenditures, no purchase shall be allowed without a purchase order number. The following procedure for purchases and expenditures will be followed:

When expendable goods or emergency services are desired, a computer purchase requisition form will be filled out by the Chief or President and given to the member making the purchase. All purchases or expenditures shall be signed by that member.

Any purchase or expenditure greater than \$5,000.00 will require: a properly executed requisition form, finance committee approval, purchase order, and member approval. All purchases or expenditures of less than or equal to \$5,000.00 will need authorization of the chief or president.

I. Purchases or expenditures of less than or equal to \$5,000.00

When expenditures for goods or services of less than or equal to \$5,000.00 are needed, the Chief or the President shall authorize the purchase of the items. It shall be the purchaser's responsibility to submit a properly signed receipt to the Chief or President for proper payment or reimbursement. A properly signed receipt shall consist of the following: the vendor's name and mailing address, the itemized list of materials purchased, the date of purchase and signature of the purchaser.

All items purchased on a charge account at the local stores shall comply with the above procedure.

All other purchases or expenditures which exceed \$5,000.00 dollars shall require the full purchasing procedure to be followed.

II. Monthly Operating Bills

Monthly operating bills, such as those for utilities, phone bills, etc., do not require the use of a purchase requisition or purchase order form Chiefs' approval. Gas tickets shall be turned in to the Chief for initialing before turning them over to the treasurer. All monthly operating bills are to be audited by the treasurer and finance committee for accuracy.

III. Insurance Payments

Insurance payments require auditing by the finance committee and are to be paid on specified time intervals, in order to maintain all insurance coverage up-to-date. The finance committee and the membership should review these annually in order to insure complete and proper coverage.

IV. Expense Reports

An expense report shall be submitted by any member (wishing to be reimbursed) incurring an authorized expense while on fire department business. Reimbursement of expenditures will need approval by the membership prior to incurring the expense.

Training classes shall be coordinated through the Fire Chief (or designee). To be reimbursed, approval must be obtained from the Fire Chief prior to the requested training when time constraints prevent following the normal procedure.

The Fire Chief or President will audit and review anticipated expenses. Expense reports will be turned in to the Fire Chief or President within 30 days of the incurred expense for approval.

The Fire chief or President will then send the request to the treasurer for reimbursement. The Treasurer shall maintain the complete expense reports on file.

V. Meals

The expenses for meals for firefighters may be allowed according to Section VI, A-E of the St. Charles Firemen's Association Expenditure Policy adopted January 13, 1994 and last amended December 2 2009. Any allowable meal after a major fire or emergency that does not immediately follow an incident, must follow normal guidelines for H.V.F.D. Purchasing Procedures and Expenditures requiring a properly executed requisition form, purchase order, finance committee approval, and membership approval, and a purchase order. (See Appendix A, Section 1)

VI. Purchase Requisition Preparation

The purchase requisition is used to make an official request of items to be purchased with all necessary information provided. The requester shall:

- a) Obtain a blank form from the Fire Chief.
- b) Complete form as follows:
 - Date of request
 - Quantity wishing to purchase
 - Degree of Importance
 - Give complete description
 - List prices on each item from at least 2 vendors
 - List reason/s for recommending vendor
 - State if bids are needed
 - Sign the form.
- c) Routing for approval shall consist of:

- Chief or President (Initial)
- Finance committee (recommendation to membership)
- Membership (approval)

d) All public bid laws must be followed.

VII. Purchase Order

The purchase order is used to control purchases and expenditures. It is used so that effective managerial control over H.V.F.D. resources is maintained and recorded. All purchase orders will be coordinated by the Treasurer, who will oversee bid solicitations.

Procedure: The Treasurer shall coordinate

- Getting requisition from Chief or President
- Reviewing for completeness
- Obtaining Finance Committee approval
- Obtaining Membership approval
- Ensuring bids are obtained if required
- Ensuring purchase order form is completed
- Issuing or mail a purchase order to the vendor
- Filing original for records
- Attaching a copy of the purchase order to the invoice
- Record purchase order in record book log

After material is received, verified and accepted:

The Treasurer shall:

- Compare vendors invoice with purchase order for correct quantities and prices
- Verify invoice stamping for final approval of payment by Chief or President.
- Make payment to vendor's upon receiving invoice and proper auditing.

VIII Request for Quotations

Purchases or expenditures of items more than \$5,000.00, but less than \$10,000.00 will require a request for quotations (telephone, fax or other means) from at least three (3) or more vendors.

Purchases or expenditures of items greater than or equal to \$10,000.00 but less than \$30,000.00 shall receive written quotations on vendors' letterhead from three (3) or more bidders.

Any item beyond \$30,000.00 will require publicly advertised bids in accordance with the state bid law.

Note: If items can be obtained at the state bid price, public bids or quotations may be omitted.

IX Emergency Purchases

In the event of an emergency where service or materials must be obtained rapidly, the Chief or President may procure the needed items by completing a computerized purchase requisition.

Emergency expenditures in excess of \$5,000.00 shall require prior approval of the Advisory Board before the issuance of a purchase order.

X St. Charles Fireman's Association Expenditures

The Chief or President (or their designee) is authorized to vote on any individual expenditure, not to exceed \$1000.00 that arises at meetings of the St, Charles Fireman's Association. Motions to authorize any single expenditure over \$1000.00 must be brought back to the department for membership approval.

XI Updates

In the event that the St. Charles Fireman's Association Spending Guidelines or the Louisiana State Bid Law is changed to increase or decrease the amounts and ranges shown in Sections I, VIII, and/or IX above, those ranges in this policy shall also automatically be changed.