

## **IDYLLWILD FIRE PROTECTION DISTRICT**

**POLICY TITLE:** Purchasing Policy

**POLICY NUMBER:** 3135

All purchases made for the District shall be authorized by the Fire Chief or his/her designated representative. Purchases shall be in conformance with the current Fiscal Year District Budget. Approved purchases must be essential for District Operations.

**3135.1** All purchases which do not exceed fifty dollars (\$ 50.00) shall be purchased using:

- Petty Cash
- District Credit Card
- On Account (vendor must be in good standing on IFPD approved Vendor list).

**3135.2** Purchases of reoccurring/revolving and ongoing goods and services.

**Category One (1)** Items of value from \$0.01 - \$ 500.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category One (1) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

**Category Two (2)** Items of value from \$ 500.01 - \$ 1,000.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category Two (2) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

**Category Three (3)** Items of value from \$ 1,000.01 - \$ 2,500.00. These items to be purchased as needed by approved personnel. The District shall maintain and update a list of authorized Category Three (3) purchasers of the following essential items:

- Station Supplies
- Office Supplies
- Medical Supplies
- Equipment (Fire/ EMS)
- Maintenance materials
- Vehicle repairs and maintenance products
- PPE (personal protective equipment)

**Category Four (4)** Items of value from \$ 2,500.01 - \$ 5,000.00. These items to be purchased as needed on an individual case by case basis with prior approval by IFPD Fire Chief / Assistant Chief / Battalion Chief. ALL CATEGORY THREE (3) and Four (4) PURCHASES WILL BE ENTERED INTO A DISTRICT TRACKING SYSTEM WHICH WILL CATEGORIZE EACH ITEM THROUGHOUT THE FISCAL YEAR IN WHICH THE PURCHASE WAS MADE. Each number will correspond with an identifier beginning with the FY in which the purchase was made. Example: Purchase # 1 of a category Three Item in FY / XX/XX:

ID Number	Date	Item	Use	Vendor Tracking #	IFPD	Line Item#	Approved
16170001	7/1/2016	Chain Saw.	BR621	Village Hardware	2016101010	01-101-4000	FCPR

**3135.3 Purchases from \$ 5,000.01 - \$ 10,000.00**

All purchases from \$ 5,000.01 up to \$ 10,000.00 will be individually approved on a case by case basis by the IFPD Fire Chief after consultation and approval by the IFPD Board of Fire Commissioners with the following exception(s):

- Declared Disaster.
- Impedance of Emergency Services Provisions.
- Immediate Action Required.

The IFPD Board of Fire Commissioners President will be notified of any purchase of value from \$5,000.01 - \$ 10,000.00 purchased without prior IFPD Board Approval within 48 hours of purchase. Should the IFPD Board President be unavailable the IFPD Board of Commissioners Vice President will be notified within 48 Hours of purchase. Should the IFPD Board Vice President be unavailable the IFPD Board of Commissioners Secretary will be notified within 48 hours of the purchase. Such notification(s) may initially be made verbally with written notification including the: Date of Purchase, reason for purchase, cost or financial obligation and justification for the purchase without prior authorization to follow on official IFPD Letterhead within five (5) business days.

**3135.4 Purchases exceeding \$ 10,000.01**

All purchases which exceed \$ 10,000.01 will be individually approved on a case by case basis by the IFPD Fire Chief after consultation and approval by the IFPD Board of Fire Commissioners. These purchases will include:

- A detailed report which describes the necessity of the purchase.
- Service life of product purchased.
- A minimum of three (3) qualified Bids from licensed Vendors.
- A report identifying means of payment including full cost (interest/other) of purchase.
- Viable options if any to lessen the impact of purchase.

**3135.5** Receipts and shipping and packing statements for ALL purchases will be delivered to the IFPD Accountant and shall be matched up with internal accounts and controls.

**3135.6 District Vendor List**

Vendors wishing to provide goods and services to the IFPD will be authorized for placement onto the approved vendor list after full and acceptable reference checks proof of legal business practice i.e. business licenses or other acceptable form of legal documentation, cost benefit analysis (providing for best value practice) preferential consideration will be given to local vendors for reoccurring/ revolving and ongoing goods and services.

**3135.7** ALL PURCHASES WILL COMPLY WITH APPLICABLE FEDERAL, STATE AND LOCAL LAWS.

**3135.8** ALL FINANCIAL TRANSACTIONS AND PURCHASES WILL BE PRESENTED FOR REVIEW AND APPROVAL BY THE IDYLLWILD BOARD OF FIRE COMMISSIONERS AT REGULAR OR SPECIAL MEETINGS OF THE BOARD.

Original Approval Date: 04/10/12

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4/27/21  
Revised Approval Date:

Rachel Teegarden  
Clerk of the Board

