



PRINCE GEORGE FIRE AND EMS

Section: Admin

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Section No: 2.0

Date: 3-28-2023

Title: Purchasing Policy

Authorized By:

I. Purpose:

This policy aims to establish a standard procedure for procuring supplies and equipment that is not available through our online station supply system (e.g. uniforms, dish soap, and toilet paper) by submitting requisitions through Prince George Fire/EMS.

II. Scope:

This policy applies to all members of Prince George Fire/EMS who are responsible for placing orders or requesting supplies and equipment.

III. Policy:

- All orders and/or supply requests for items will be made using the PGFEMS Requisition Request form.
- The station chief must complete the PGFEMS Requisition Request form in full including description, number of items and budget line item you are requesting, and signed prior to submission in order to receive final approval from PGFEMS Administration.
- Unless approved in writing by Fire Administration, all procurement activities will be carried out by either the PGFEMS Logistics officers or Fire Administration.
- Any orders placed or received outside of this procedure will result in the items being returned and PGFEMS withholding payment.
- Any items costing more than \$3000.00 will require at least three separate vendor quotes. Fire Administration will obtain the necessary vendor quotes, evaluate, and select the vendor with the most competitive pricing.
- The order will be placed once the vendor is selected and approved by Fire Administration, then the station chief will be notified.
- In order to be reimbursed, requests including those made through P-Cards, online orders, and third-party vendors such as Amazon or Lowes, must be accompanied

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by a requisition form signed by the PGFEMS Chief prior to initiating the purchase.

- All requests for reimbursement for food items to be processed must adhere to existing county policy and include the signed requisition form. Only after final approval from the Chief of PGFEMS can any purchases be made or reimbursed.
- Unless an emergency purchase has been approved in writing by Fire Administration, all requisition requests must be submitted with at least three business days' notice.

IV. Procedures:

- Complete the PGFEMS Requisition Request form in full.
- Have the form signed by the station chief.
- Submit the form to PGFEMS Administration for final approval.
- Fire Administration will contact vendors and request quotes as needed.
- Fire Administration will place the order once all necessary approvals and quotes have been obtained.
- Attach the signed requisition form to all receipts for purchases.
- Fire Administration will contact the individual and/or station chief making the request with an update on the status of the order.

V. Responsibilities:

- Fire Administration is responsible for requesting quotes and placing orders.
- Station chiefs are responsible for signing the PGFEMS Requisition Request form.
- All members of PGFEMS are responsible for following this policy and the established procedures.

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VI. Conclusion:

This policy outlines the procedures for completing a requisition to place an order for supplies and equipment through Prince George Fire/EMS. All members of PGFEMS are responsible for following this policy and the established procedures to ensure that all orders are processed efficiently and effectively. Any deviation from this policy may result in non-payment and the return of items. It is also essential to ensure that a signed requisition form accompanies all purchases, regardless of the method of payment.

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