

SOUTH LANE COUNTY FIRE & RESCUE BOARD POLICY

SECTION ADMINISTRATION
POLICY A-11

PURCHASING GUIDELINES

11.0 INTRODUCTION:

All District purchases will be made in accordance with Policy A-2. In order to adequately track and account for expenditures the following guidelines governing the use of Purchase Orders will be followed.

11.1 All purchases will have a Purchase Order Issued and must be completed by a member of the career staff (employee) with authority to encumber budgeted funds.

11.2 Purchase Orders must contain at a minimum:

A. Vendor Name

B. Date

C. Quantity

D. Item Name

E. Price

F. Budget account number

G. Signature of employee authorized to spend from that account. Next to the employee's signature should be their last name legibly printed.

11.3 Top (white) copy of Purchase Order goes to the vendor.

11.4 Bottom (yellow) copy to be left in the P.O. book.

11.5 When last P.O. in the book is used, the book containing the yellow copies must be returned to the Accounting Technician/Finance Officer before a new book is issued.

11.6 Purchase Order books shall be issued by the Accounting Technician/Finance Officer or the Fire Chief and assigned numbers will be recorded.

11.7 When an order is placed, the P.O. number must be given to the vendor and accompany the order. If the top copy is not given to the vendor, it shall be left in the P.O. book and attached to the invoice for the order as soon as possible.

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- 11.8** When the shipment is received, the packing slip must be checked by the employee who placed the order and returned to the main office. The employee receiving the order shall initial next to each item received in the order. Missing or backordered items shall not be initialed.
- 11.9** Invoice and packing slip must have a P.O. number to be paid.
- 11.10** When a shipment is received the packing slip, invoice and copy of the P.O. will be stapled together by the Accounting Technician/Finance Officer and processed to be paid.

Adopted: 06/18/2003

Revised: 2-20-2020

Reaffirmed: