

SOUTHERN STONE COUNTY FIRE PROTECION DISRICT

TITLE: Purchasing/Expenditures Petty Cash

REVISED: 05/15/2008

APPLIES TO: All Personnel

POLICY: # 1600

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PURPOSE

To show all employees the proper process to purchase items on behalf of the District and the steps needed prior to purchase.

1. HOW TO MAKE A PURCHASE

- A.** Prior to all purchases, it will be necessary to have approval by a Chief Officer, excluding purchase of fuel for District vehicles.
- B.** Any items or like items over \$1,000.00 requires approval of three (3) board members.
- C.** Repairs to vehicles over \$3,000.00 require the approval of three (3) board members.
- D.** Any item or like items which will be purchased in a 6-month time period whose price will exceed \$10,000.00 will require a formal bidding process.
- E.** Items that are on the State of Missouri or Federal bid contract do not need a price comparison.
- F.** After obtaining a purchase, all receipts are to be turned in to the Office Manager indicating type of equipment and disposition of equipment. All receipts are to be signed by the purchaser.
- G.** Items ordered and received are to be checked and verified for correctness and all paperwork forwarded to Office Manager.
- H.** Purchase Orders will be used when credit cards are unavailable or not viable.
- I.** Price comparisons are to be done if purchase exceeds \$750.00.

2. STAFF FUEL PURCHASES WITH FUEL CARDS

- A.** All staff vehicles carrying fuel cards shall mark all tickets with unit number and mileage and signature. Fueling within the District should be done at satellite stations whenever possible.

3. PETTY CASH

- A.** The Office Manager maintains a petty cash box of \$50. Petty cash will be used to

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purchase items, which are impossible or impractical to pay under Section 1. No petty cash will be given without prior permission of a Chief Officer and the petty cash form is signed by that officer. Money should be obtained from the petty cash fund before making purchases. Receipts and balance of money are to be returned to the Office manager immediately after making purchase.

4. CASH OUTLAYS

- A.** Should an individual make any cash outlays for the District that are not covered in this policy and they want to be reimbursed, it must be approved by the Chief. Cash outlays must be turned in within 30 days.

5. CARD USE

- A.** At time of purchase the card may be picked up from the Office Manager. A logbook will be signed by purchaser before obtaining the card and again at time card is returned. Card must be returned on the day of purchase.
- B.** All receipts will be turned into the Office Manager every time cards are used, with proper identification of all required information.
- C.** The Chief Officer has the authority in an emergency situation to make purchases without prior approval.