

# SPOKANE COUNTY FIRE DISTRICT 8

## Standard Operating Procedures

### 10.02.08 PURCHASING CONTROL



Adopted:	12/20/16
Reviewed:	12/15/23
Revised:	12/15/23
Approved:	<i>Lonnie J. Rash</i>

**Purpose:** To establish appropriate methods and procedure for the procurement and purchase of goods and services in compliance with District policy, state statute, and administrative rules.

**References:** P10.02.07 Credit Cards Policy; Resolution 14-15 MRSC Rosters Model Small Public Works, Consultant, and Vendor Rosters; RCW 39.04.155 (3)

### **Procedure:**

Personnel authorized to make purchases on behalf of the District may do so within District Policy and guidelines.

1. Purchase Orders (PO).
  - a) All purchases of \$1,000.00 or more require preapproval through a written Purchase Order.
  - b) Supporting documentation for purchases shall be attached to the PO and submitted to the Fire Chief for approval.
  - c) One copy of the approved PO shall be sent to the vendor.
  - d) One copy of the approved PO shall be forwarded to Accounts Payable.
2. Credit Cards.
  - a) All District personnel authorized to use a District credit card shall sign for and assume full responsibility for the security of the card.
  - b) Credit cards are to be used for approved purchases of supplies and equipment, travel, and meeting expenses only.
  - c) All receipts are to include a brief explanation of the purchase, BARS code, the purchaser's initials, and shall be submitted to Accounts Payable immediately following a purchase.
  - d) A lost or stolen credit card is to be reported immediately to the Finance Manager/Executive Assistant.
3. Fuel Cards.
  - a) A universal fuel card is assigned to each District apparatus.
  - b) Fuel receipts are to include the purchaser's initials and ID number, and shall be submitted to Accounts Payable immediately following a purchase.
  - c) A lost or stolen fuel card shall to be reported immediately to the Finance Manager/Executive Assistant.
4. Credit Accounts.
  - a) A credit account may be established with vendors frequently used by the District.

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- b) A list of personnel authorized to make purchases will be provided to the vendor if required and shall be retained by administration.
  - c) All receipts are to include a brief explanation of the item/s purchased, BARS code, the purchaser's initials, and shall be submitted to Accounts Payable immediately following a purchase.
5. Revolving Checking Account.
- a) The District's Revolving Checking Account may be used for small, immediate purchases when a credit card or credit account is not available.
    - i. All receipts shall be attached to a completed Revolving Account Voucher and submitted to Accounts Payable immediately following a purchase.
6. Lost Receipts.
- a) A Missing Receipt Certification shall be completed in its entirety and sent to Accounts Payable when an original receipt is lost or not available.
7. Small Public Works, Consultant, and Vendor Rosters.
- a) The District contracts with Municipal Research and Services Center of Washington (MRSC) to publish vendor postings and maintain lists for small public works contracts, consulting services, and vendor services.
  - b) Works estimated to cost less than \$50,000 may be awarded using the limited public works process provided under RCW 39.04.155 (3).
  - c) The District will solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster.
    - i. A contract may be awarded to the lowest responsible bidder.
    - ii. Quotations shall be open to public inspection and available by electronic request after an award is made.
    - iii. Written and telephone quotes shall be retained in accordance with Washington Secretary of State Local Government Records Retention Schedules.
8. Compliance.
- a) Failure to comply with the District Policy or Procedure may result in discipline or termination.



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### Spokane County Fire District 8 Revolving Account Voucher

Vendor: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Dollars \_\_\_\_\_ Cents Amount: \_\_\_\_\_

Paid for: \_\_\_\_\_

Purpose: \_\_\_\_\_

Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Check Number: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Approved: \_\_\_\_\_

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### Spokane County Fire Protection District 8 Missing Receipt Certification

Vendor: \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

\_\_\_\_\_ Dollars \_\_\_\_\_ Cents Amount: \$ \_\_\_\_\_

Paid For: \_\_\_\_\_

Purpose: \_\_\_\_\_

Code: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Supervisor Signature: \_\_\_\_\_

*I hereby certify that the receipt for this purchase was lost or destroyed, and that this purchase was for legitimate purposes for Spokane County Fire District 8, and that I will be personally responsible for any finance fees that have incurred because of the delay in payment.*

Signature: \_\_\_\_\_ PIN: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Approved (801): \_\_\_\_\_