

Poudre Canyon Fire Protection District

Standard Operating Procedure

Title: Miscellaneous Spending

Effective date: January 1, 2017

Objective: Provide guidelines for procurement of equipment and supplies

References: None

Policy: Department officers are authorized to procure supplies and equipment as listed below:

Required training: None

Procedure:

Limits;

- 1. Station Captains are authorized to spend up to \$500 annually to purchase supplies and replace lost or damaged equipment.**
- 2. The EMT Coordinator is authorized to spend up to \$500 annually on EMT related supplies and equipment.**
- 3. Battalion 1 Chief is authorized to spend up to \$500 annually for Station needs.**
- 4. Battalion 2 Chief is authorized to spend up to \$1000 annually for Station needs.**
- 5. The Department Training Officer is authorized to spend up to \$1500 annually on training related items, including meals on training days.**

Reporting;

- 1. Send invoices to the Department Treasurer (Bette Blinde). Let her know if you did not use a Department Credit card.**
- 2. Send a note to the Chief, indicating how much you spent and what on.**

Special consideration

If you need something that exceeds your annual budget, would be beneficial to the entire department, or doesn't fall in the guidelines above, send a note to the Chief outlining what you want, why it is needed and how much it will cost.

Attachments: None