



Division 10

Logistics and Supply

Chapter 05 – Procurement Actions

January 2009

POLICY

This General Order shall establish procedures to expedite approval and proper authorization for purchase requests.

DEFINITIONS

N/A

PROCEDURES

1. Routine Purchase

An Expenditure Request Form, with justification, shall be attached to every request for the procurement of any goods or services. All procurement actions will be processed via chain-of-command to the Logistics and Supply/Apparatus Maintenance for processing.

It is the responsibility of the requesting office and the respective Major/Manager to ensure that a complete written justification is provided, including three (3) written cost quotations if the item/service is not covered by a County contract.

The requesting office and the Major/Manager will ensure that the appropriate account numbers are provided for proper charging to the affected budget or grant.

For purpose of obtaining additional information, if necessary, a contact person for the purchase request shall be identified.

NOTE: The initiating Major/Manager will review all requests and transmit them electronically to their Command, the Fiscal

Affairs Manager, the Logistics and Supply Manager, and the Administrative Aide for the Management Services Command. The original signed copy will be sent to Logistics and Supply via inter-office mail. No procurement action will be initiated if the steps outlined above have not been followed. The appropriate Lt. Colonel will continually monitor the process.

2. Emergency Purchase

For an emergency procurement action, a memorandum addressed to the Logistics and Supply Manager shall be furnished, along with the standard documentation denoting:

- Urgency of the situation in full detail
- The impact if the procurement action is not handled as an emergency
- Contact person

3. Penalty for Noncompliance

In order to assure conformity, every employee shall be apprised by their supervisors of the absolute need to follow all purchasing regulations/laws and procedures. The purchase of equipment (including communications equipment), materials, and goods and services, regardless of cost, must comply with all appropriate County Purchasing and Administrative Procedures and be approved by the Department Head or his/her designee.

Failure of any individual to comply with this General Order, by allowing or authorizing a procurement action that has not been properly approved, shall make them liable for payment



of the unauthorized goods, and subject to possible disciplinary action.

4. Requests by Volunteer Fire Companies

Procurement requests by volunteer fire companies must be handled in a manner consistent with the law, and in conjunction with procedures adopted by the Volunteer Fire Commission.

NOTE: An Expenditure Request Form is attached, which depicts the required information necessary to process item purchases or goods/services purchases (Attachment #1).

REFERENCES

N/A

FORMS/ATTACHMENTS

Attachment #1 – Expenditure Request Form

Attachment #2 – Stores Requests

Attachment #3 – Purchase Requests

EXPENDITURE REQUESTS – AGENCY 51

Equipment/Services Exceeding \$5000.00

1. OFFICES/STATIONS

- 1A. Initiates and submits Expenditure Request (PGC Form #5203) for goods/services. If the requested service or commodity is not covered by a contract, it must be accompanied by three price quotes. The request is submitted to the appropriate Major/Manager for approval and signature.
- 1B. The Major/Manager electronically forwards the Expenditure Request to the Fiscal Affairs Manager, the Logistics & Supply Manager, the Administrative Aide for Management Services Command and the appropriate Lieutenant Colonel for the respective Command.
- 1C. The original signed document and any price quotes are sent to the Logistics & Supply Manger, or the Apparatus Maintenance Manager.

2. LOGISTICS & SUPPLY

- 2A. Expenditure Requests that are not approved will be returned to the requesting activity, with an explanation for the disapproval.
- 2B. Expenditure Request will be entered into a log and assigned to a staff member, who initiates a Purchase Request (PGC Form 4163). It is then entered into the automated procurement system, which generates a requisition number to be recorded on the hard copy. The request and, if necessary, price quotes are forwarded to Fiscal Affairs.

3. FISCAL AFFAIRS AND OFFICE OF MANAGEMENT & BUDGET

3. Expenditure Request is reviewed and availability of funding is verified. It is electronically forwarded to the Office of Management & Budget (OMB). Upon verification of available funds, OMB electronically forwards the request to the Office of Central Services/Contract Administration & Procurement.

4. OFFICE OF CENTRAL SERVICES/CONTRACT ADMINISTRATION & PROCUREMENT

4. Request is assigned to a Buyer who determines if price quotes are required, and if an Invitation for Bids is necessary. The resulting actions will generate a Purchase Order, which will be forwarded to the vendor and Logistics & Supply.

EXPENDITURE REQUESTS – AGENCY 51

Supplies/Services Costing \$5000.00 or less

1. OFFICES/STATIONS

1A. Initiates and submits Expenditure Request (PGC Form #5203) for goods/services. If the requested service or commodity is not covered by a contract, it must be accompanied by three price quotes. The request is submitted to the appropriate Major/Manager for approval and signature.

1B. Expenditure Request is electronically forwarded to the Fiscal Affairs Manager, Logistics & Supply Manager, Administrative Aide for Management Services Command and the appropriate Lieutenant Colonel for the respective Command.

2. LOGISTICS & SUPPLY

2A. Expenditure Requests that are not approved will be returned to the requesting activity, with an explanation for the disapproval.

2B. The original signed document and any price quotes are sent to the Logistics & Supply Manger, or the Apparatus Maintenance Manager.

3. OCS/MATERIEL MANAGEMENT

3. Expenditure Request will be entered into a log. The type of commodity or service requested determines whether or not it can be acquired from County inventory via an electronic request, or purchased from an outside source. If purchased outside, County Procurement card is used in accordance with the County's Procurement Regulations and Law (CB-1-1992).

4. COUNTY WAREHOUSE OR OUTSIDE VENDOR

4A. If the requested commodity/service is in a category that prohibits the use of a credit card or a Payment Request, a Purchase Request will be utilized. Purchase Requests are entered into the automated Procurement system, which assigns a requisition number.

4B. Commodities in the County Inventory are ordered electronically, approved by the Logistics & Supply Manager and forwarded to the Office of Central Services/ Materiel Management Section. The items are pulled from the warehouse and delivered.

STORES REQUESTS – AGENCY 52

1. FIRE/EMS STATIONS

- 1A. Initiates a Stores Request (PGC Form 897) to be signed by authorized representative.
- 1B. Stores Request is forwarded to appropriate District Fire Commissioner.

2. FIRE COMMISSION

- 2A. Fire Commissioner reviews Stores Request for authorized signature and verifies availability of funds.
- 2B. Stores Request is stamped “APPROVED,” dated, signed by the Fire Commissioner and forwarded to Logistics & Supply.

3. LOGISTICS & SUPPLY

- 3A. Stores Request is recorded in Logistics & Supply Expenditure Request Log Book, and forwarded to Supply Manager or designee.
- 3B. Supply Manager or designee enters Stores Request into electronic control system, and forwards to Logistics & Supply Manager for review and approval.
- 3C. Logistics & Supply Manager electronically forwards Stores Request to Office of Central Services/Materiel Management Section for further action.

4. OCS/MATERIEL MANAGEMENT WAREHOUSE

- 4A. Stores Request is printed out at the Central Services warehouse within 24 hours.
- 4B. Supplies are pulled and delivered in sequence with other County agencies.
- 4C. Walk-through requests for supplies from OCS/Materiel Management warehouse are not permitted, unless prior approval has been obtained from Logistics & Supply.
- 4D. Only emergency requests of no more than two line items of medical supplies will be processed, with or without Fire Commissioner’s signature.

PURCHASE REQUESTS – AGENCY 52

1. FIRE/EMS STATIONS

- 1A. Initiates memorandum or speed letter reflecting name of organization, to be signed by authorized representative.
- 1B. Purchase Request is submitted to appropriate District Fire Commissioner.

2. FIRE COMMISSION

- 2A. Purchase Request is stamped approved and initialed or brought before full Commission for vote.
- 2B. Approved purchase requests are forwarded to Logistics & Supply or Apparatus Maintenance for processing.

3. LOGISTICS & SUPPLY OR APPARATUS MAINTENANCE

- 3A. Purchase requests for vehicular equipment and supplies are forwarded to Apparatus Maintenance.
- 3B. Purchase requests totaling \$5000.00 or less will be made via procurement credit card.
- 3C. Determination is made as to whether requested goods/services are covered by a County contract. If not covered, three price quotes are obtained and documented.
- 3D. Purchase is made via procurement credit card from contract vendor, or vendor providing lowest quote.
- 3E. Purchase Request (PGC Form 4163) to be used when purchasing goods/services exceeding \$5000.00. Information is entered into automated procurement system and assigned a purchase requisition number, which is to be recorded on hard copy of the request.
- 3F. Logistics & Supply forwards purchase request to Fiscal Affairs, both as hard copy and electronically.

4. FISCAL AFFAIRS

- 4A. Hard copy of the Purchase Request is reviewed for funding and signed by Fiscal Affairs Manager.
- 4B. Purchase Request is electronically forwarded to the Office of Management & Budget.

5. OFFICE OF MANAGEMENT & BUDGET

- 5. Budget Analyst checks for funding. If funding is inadequate, the Purchase Request is returned to Fiscal Affairs. Otherwise, it is forwarded to the Office of Central Services/Contract Administration & Procurement. Any specifications or quotes are forwarded by Logistics & Supply, as requested.

PURCHASE REQUESTS – AGENCY 52 (cont'd)

6. OCS/CONTRACT ADMINISTRATION & PROCUREMENT

- 6A. It is determined whether or not the requested commodity/service is under contract. If so, a Purchase Order is written. If not, an award is made based on the lowest price quote received, or a Formal Invitation for Bids is advertised and awarded to the lowest bidder. A Purchase Order is then issued to the vendor, with a copy to Logistics & Supply.
- 6B. Goods are shipped to Logistics & Supply, and are delivered by courier to the offices/stations.