

Stratmoor Hills Fire Protection District Policy

Number: B-5

Date Issued: July 19, 2017

Revised: September 18, 2019

Date Effective: October 16, 2019

Subject: Expenditures Authorization

Purpose: The purpose of the policy is to establish how purchases are authorized.

Section 1. Purchasing

- a) The Fire Chief and/or Administrative Chief is authorized to expend up to \$1000.00 on any one item without Board approval unless such expenditure will exceed the total expenditures for the budgeted line item. If the expenditure happens between Board meetings and has been approved by three (3) Board members, then that expenditure must be presented to the Board at the next board meeting for approval.
- b) A minimum of three (3) vendor bids or price quotes are required for expenditures over \$1,000.00 unless the item or service is single source or is purchased through the Colorado State Purchasing Agreement.
- c) Sealed bids must be obtained for purchases more than \$25,000.
- d) Information on items approved during the Budget adoption process will be presented to the Board after the expenditure. If any item that was budgeted exceeds the amount that was approved during the budget process, then the Fire Chief or Administrative Chief must get approval from the Board first.
- e) All purchasing will comply with all Colorado Revised Statutes, Board Policy or other laws and ordinances.
- f) All requests for purchases that exceed the \$1,000.00 limit, are not budgeted for and/or are an emergency purchase that have been approved by the Board must be submitted on the Purchase Request form that has been properly completed and signed by either the Fire Chief, Administrative Chief and/or a Director of the Board. The Purchase request form will be attached to all receipts for accounting purposes.

Section 2. New equipment

- a) New equipment is defined as a stand-alone item that is not a repair item for another piece of equipment or facility.
- b) New equipment items will be expensed by the Fire and/or Administrative Chief to one of the following budget line items:
 - o Operational: Equipment – individual item cost between \$100-\$499

- Operational: Capital expense – individual item cost greater than \$500.00
- Facilities: Equipment – individual item cost between \$100-\$499
- Facilities: Capital Expense – individual item cost greater than \$500.00

c) Inventory Tracking

- i. All new equipment purchased by the district for more than \$100.00 will be assigned an inventory number.
- ii. All new equipment purchased by the District for more than \$500.00 will be listed as a capital expense in the Department inventory database.