
	GENERAL ORDER	
	Purchasing	
	Date: August 24, 2017	Number: 17.032
	Effective Date: August 24, 2017	Expiration Date: N/A
	Approved By: Darren L. Stevens, Fire Rescue Chief 	

All personnel shall follow the attached chart which defines the purchasing process utilized by the Fauquier County Fire Rescue. By following the process, the efficiency of the program increases resulting in timely ordering and bill payment.

Several keys points for the purchasing process are:

- Lynne Clegg serves as the Department's Accounts Manager.
- All purchases need a program manager's authorization. Principally, the Battalion Chiefs, Deputy Chief, Deputy Emergency Management coordinator, and VFRA Committees are the program managers.
- Individuals initiating a purchase request shall do so with an email with justification, quantity, description, special instruction/needs, recommended vendor for purchasing and phone number. Individuals preparing a purchase request shall work collaboratively with the Accounts Manager to obtain an official quote. The Accounts Manager is charged with securing the most competitive pricing.
- All requests above \$5,000.00 not covered by a contact must have three quotes. The Accounts Manager will work with Program Manager and the County Procurement office to obtain these.
- All purchases authorized to be made by individuals for reimbursement must have the receipts and Program Manager's email approval forwarded to the Accounts Manager for processing. Petty Cash limits are \$150.00 per day. Any amount over that will be reimbursed via county check. The receipts must be original. If a credit card is used, the receipt must show the last (4) of the card number and the amount charged to the card. Submissions for reimbursement must be made within 90 days of the transaction to the Accounts Manager for reimbursement. Petty Cash cannot be used to reimburse for subscriptions, donations, membership fees, registration fees, tuitions or contracted services regardless of the amount. These must be reimbursed via county check.
- Personnel issued Purchase Cards (P-cards) shall abide by the established P-card program, process, rules, and regulations.
- Purchases will normally be shipped to EMS1 unless otherwise specified in the purchase request.
- As soon as a delivery is received, the Accounts Manager will notify the project manager to arrange pickup. The Accounts Manager must retain BOTH the packing slip and invoice/order confirmation in order to process for bill payment. A copy of the packing slip will be given to the Program Manager for box content verification.

Questions should be directed to Assistant Chief Ciarrocca.

