

Fauquier County Department of Fire Rescue

OPERATING PROCEDURE

No. 138



Purchasing

Effective Date: August 16, 2023

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Revision Date:

Forms: 949, 950

Approved By: Kalvyn W. Smith, Fire Rescue Chief

PURPOSE

To define an understanding of procedures regarding the purchasing of goods and services for the intent of use for and by, Fauquier County Fire and Rescue Personnel.

SCOPE

This procedure shall apply to all non-uniformed and uniformed personnel who conduct business within the Fauquier County Fire and Rescue Department for the purposes of providing adequate service to the community.

This procedure shall cover the responsibility and regulations for purchasing of goods and services by fire and rescue personnel.

PROCEDURE

- A. All personnel who conduct business on behalf of the Fauquier County Fire and Rescue Department shall be bound by adherence to the Fauquier County Government, Procurement Division, policy FDP-01, FC; 3-3.5 (effective 6/11/2021).
- B. No personnel employed by the Fauquier County Fire and Rescue Department shall make purchases without authorization.
- C. Authorization for purchasing shall be granted by one of the following personnel.
 1. Chief of Department
 2. Deputy Chief of Operations
 3. Deputy Chief of Volunteer Administration & Support Services
- D. Purchases of \$100.00 or less do not require the use of forms cited in bullet (E) and may be conducted by utilizing an issued P-card and following the rules assigned to P-card use. When making these purchases the employee must notify the Fauquier County Finance Accounts Manager prior to purchase of goods.

Desire to Serve

Ability to Perform

Courage to Act

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E. Except in emergency circumstances, all requests for purchase shall be received by one of the purchasing authority agents in written format. Acceptable written formats include:

1. FRF 949 – Procurement New Initiative
2. FRF 950 – Procurement Resupply
3. Formal Proposal/Project Outline
 - a. Introduction
 - b. Purpose/Need
 - c. Scope
 - d. Duration
 - e. Specifications
 - f. Vendors/Agents
 - g. Cost/Quotes (Initial/Ongoing/Future)

F. Projects/Proposals in excess of limits set forth in Fauquier County Government, Procurement Division, policy FDP-01, FC; 3-3.5 (effective 6/11/2021), are subject to approval by the Fauquier County Office of Management and Budget and/or County Administration.

G. Purchasing requests received by authorized purchasing agents will be reviewed and presented to the Fauquier County Fire and Rescue Finance Accounts Manager and assessed against the current fiscal environment for feasibility.

H. Approval or Denial of purchasing requests will be sent to the requestor as soon as reasonable based on scope of request and other applicable factors.