

SECTION 5

Emergency requisition for items will be handled in the most direct and efficient manner possible.

SECTION 6

Budgetary control of expenditures will be managed by the following procedures:

- 1) Receipt of an invoice at the time that the purchase is requested, **not** delivered.(Charge Ticket)
- 2) Receipt of an invoice at or after the time of delivery.
- 3) Purchases of \$2,500.00 and greater must have a City of Dothan purchase order filled out in compliance with City of Dothan policy.
- 4) Purchases of \$7,500 or greater requires approval by the Finance Director to assure funding and the City Commission.

SECTION 7

Purchases made that require shipment of the item(s) to the Dothan Fire Department will have the address to be shipped with the person's name that ordered the item. This method will allow quick and accurate notification to the proper person when an ordered item has been received.

SECTION 8

The Fire Chief may approve or not approve any equipment or supply request. The intent of the purchase law is to protect the expenditure of tax money. Any re-occurring purchase of an item that exceeds the \$2,500.00 or \$7,500 benchmark collectively throughout the budget year must be treated as a single purchase. A purchase order must be obtained for the entire purchase. Single purchases will then be documented as a component or unit reflected in the purchase order. Purchases greater than \$2,500.00 require the approval of the City of Dothan purchasing agent; purchases greater than \$7,500.00 require approval of the Mayor and City Commissioners through a sealed bid process. The Mayor and the City Commissioners are the only appointed authority that can enter into a contract on behalf of the City of Dothan.

(Signature on File)

Larry H. Williams, Jr.
Fire Chief
DOTHAN FIRE DEPARTMENT

Addendum 1

Procedure for processing invoices

- 1) Invoices, charge tickets, pick tickets, or receipts will be stamped on the back, by the authorized member involved in the purchase, with a purchasing approval stamp.
- 2) The information required is the date, what the item(s) are, and the member's signature.
- 3) Invoices or pick tickets that are smaller than 8^{1/2}"X 11" will be taped to a single sheet of 8^{1/2}"X 11" paper.
- 4) Only a single invoice may be attached to a single sheet of paper for processing
- 5) An invoice can't be cut into multiple pieces. Trim as much of the unnecessary invoice as possible. Be sure to leave the bar code in tact that is at the bottom of most register invoices. If the invoice is still too large, seek advice from the Accounting Technician
- 6) All invoices, charge tickets, pick tickets, or receipts will be forwarded to the Accounting Clerk as soon as possible.
- 7) The Accounting Technician will stamp the front of the invoice with the processing stamp. Information required is the account number to be charged, purchase order number, project number and Fire Chief's signature.
- 8) The Accounting Technician will enter the required information into the AS400 computer accounting program.
- 9) A copy will be made of all invoices
- 10) The original copy of the invoice will be forwarded to the accounts payable division of the City of Dothan Finance Department.

Procedure for Medical Supply and Equipment Inventory and Requisition

- 1) EMS Manager will establish an inventory of EMS supplies and equipment by type, quantity for each station, and quantity for each apparatus.
- 2) Logistics will maintain a cache of medical supplies for weekly distribution as well as on an as-needed basis.
- 3) Each station and apparatus should have enough medical supplies of all types to suffice for the normal activity for a week.
- 4) Medical supplies will be inventoried every Thursday by the Company Officer or a designate. Items on hand will be entered into the Medic Supply Inventory Sheet located at *Data1/Fire/Fire Department Surveys/Medical Supplies "Date"*. Deviations to the normal schedule due to Fire Administration being closed will be communicated via text message and email to all members/stations.
- 5) All other medical supplies and medical equipment will be issued in response to a written request via the correct form for the specific item(s) needed. Forms are located on the server at *Data 1/Fire/DFD Official Forms/ "Name of Form"*. The forms are also available in hard copy on the door of the logistics area.

Janitorial Supplies Inventory and Requisition

- 1) The Senior Staff will establish janitorial supplies by type and quantity for each Fire Department facility.

- 2) Fire Administration will solicit bids for janitorial supplies on an annual basis.
- 3) The Company Officer or designate will inventory items on hand and enter the on hand inventory into the janitorial supply inventory sheet located at
Data 2/Fire/Fire Department Surveys/Janitorial Supplies Survey

The inventory will be performed on the last “C-Shift” of each month; supplies will be delivered on the following “C-Shift”.