



Standard Operating Guideline	
SOG Name:	Purchasing and Spending
SOG Number:	400.5
Standard:	TBD
Guideline Owner:	Administration
Implementation Date:	May 31, 2017
Date of Last Revision:	August 31, 2021
Authority:	Larry H. Williams, Jr, Fire Chief

PURPOSE: To ensure that purchases are processed properly and that budgetary controls are maintained.

SECTION 1

All requests must have the proper level of approval before they will be processed.

SECTION 2

The level of approval shall be as follows:

- Level I Captain or Shift Supervisor
- Level II Battalion Chief or Division Chief
- Level III Fire Chief

SECTION 3

The following guidelines shall apply for needed materials:

Firefighter and Operational Equipment	Level II
Cleaning, Station, and Apparatus Maintenance Supplies (under \$50.00)	Level I
Cleaning, Station, and Apparatus Maintenance Supplies (over \$50.00)	Level II
All Budgeted Items (Capital and Non-Capital)	Level II
Repair or Replacement of Damaged or Lost Equipment	Level II
Equipment Relocation or Removal	Level II

SECTION 4

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

SECTION 5

Budgetary control of expenditures is tracked in three manners.

- 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.
- 2) Purchases \$2500.00 and greater must have a City of Dothan purchase order filled out in compliance with City of Dothan policy.

SECTION 6

Once an ordered item is received, the invoice, packing slip, or bill for said item is stamped on the back with the DFD invoice stamp. The necessary information required is the date, what the item is for, and the “approved by” signature. Items purchased that have a City of Dothan purchase order number need a reference to the purchase order placed in the “Division” blank provided on the stamp. Invoices, packing slips, or bills that are smaller than an 8.5” X 11” sheet of paper will be taped to an 8.5” X 11” sheet of paper and the stamp affixed to the rear of paper, not the original purchases document. This procedure is critical to prevent losing small bills or invoices in transit or in stacks of other invoices.

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 expenditure of tax money. Any re-occurring purchase of an item that exceeds the \$2500.00 or \$15,000 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 \$2500.00 require the approval of the City of Dothan purchasing agent; purchases greater than \$15,000.00 require approval of the Mayor and City Commissioners through a sealed bid process. Department heads may enter into agreements. Agreements can be broken at any time by either party involved. 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