

	<b>Dothan Fire Department POLICY</b>	
	<b>Policy Name:</b>	Uniform Requisition
	<b>Policy Number:</b>	9
	<b>Standard:</b>	TBD
	<b>Implementation Date:</b>	July 14, 2017
	<b>Date of Last Revision:</b>	April 19, 2021
	<b>Authority:</b>	Larry H. Williams, Jr, Fire Chief

## I. PURPOSE

This policy establishes a procedure whereby members may procure replacement uniform items, based on need, to assure fiscal responsibility.

## II. POLICY

1. A member in need of a replacement item(s) shall submit a DFD Uniform Request to his/her immediate supervisor.
2. The supervisor will instruct the member of the appropriate vendor for the approved issue.
3. The member is responsible for signing an invoice from the vendor. The member will also affix their four-digit Fire Department Employee ID number to the invoice.
4. The vendor will submit the completed invoice to the Department Accounting Clerk, who will forward to the appropriate Battalion Chief for approval.
5. The supervisor shall stamp **“approved”** on the back and process the invoice in accordance with Standard Operating Guideline #400.5.
6. The supervisor will forward the invoice to the Department’s Accounting Clerk in an interdepartmental envelope as soon as possible.
7. Copies of each invoice will be maintained by the Accounting Clerk.
8. Administrative Staff will process each invoice in a timely manner to assure payment to the vendor and accountability of fiscal resources.

## III. RESERVATION OF AUTHORITY

The Fire Chief reserves the authority to amend, modify, or change this policy.

## IV. APPROVAL AND EFFECTIVE DATE

This policy is adopted and approved on this 19<sup>th</sup> day of April, 2021.

**(Signature On File)**

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