

**GLASGOW FIRE DEPARTMENT**  
**Standard Operating Guideline**

<b>GUIDELINE: PURCHASING POLICY</b>			<b>SECTION: 108</b>
<b>WRITTEN</b> 08/13/1990	<b>REVIEWED</b>	<b>REVISED</b> 1\11\2012	<b>Page 22</b>

**PURPOSE**

To maintain proper budget control, all purchases (regardless of size) must be approved prior to the purchase by the station and or the shift officer. Verbal permission to proceed shall be enough.

**PURCHASING PROCEDURES**

1. Shift Officers may not authorize purchases for budgeted or unbudgeted items unless prior approval has been given in advanced by the Fire Chief.
2. Credit or debit cards, when used for purchases, shall be returned to the administrative office after purchase has been made, along with the receipt with an explanation of the use of the purchased item.
3. Grocery tickets shall be submitted to the station officer on that shift and signed by the person that shopped that day. The station officer will be responsible to see that the ticket is submitted to the Administrative Office during that shift.
4. Fuel tickets shall be signed and submitted to the station officer on that shift. The station officer is responsible to submit the fuel ticket to the Administrative Office.