



FINANCE

510.2 – PURCHASING POLICY

Policy Purpose: To establish a financial policy that defines standards for the purchase of goods, services and consumables by members, both career and volunteer, of the East Fork Fire Protection District.

Adopted Date: August 16, 2022

Revised Date: N/A

Policy #: 510.2

A. Background:

Goods, services and consumables which are not required by law to be procured pursuant to NRS 332 and 338, or in compliance with specific grant award purchasing requirements, must be procured in a manner so as to assure the prudent and economical use of public funds, in the best interests of the taxpayers, to facilitate the acquisition of goods, services and consumables of maximum quality at the lowest possible cost under the circumstances, and to guard against conflict of interest, extravagance, fraud waste and abuse.

B. Policy:

1. Application

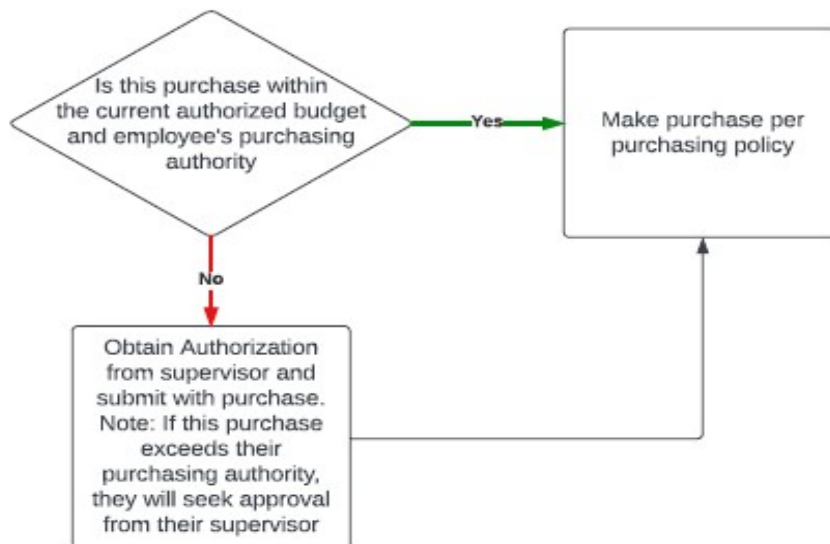
- a. This policy shall apply to every expenditure of public funds. Nothing in this policy shall prevent the District from complying with the terms and conditions of any grant, gift, bequest or cooperative agreement.
- b. When the procurement involves the expenditure of federal assistance or contract funds, the procurement shall be conducted in accordance with any applicable mandatory federal law and regulation that is not reflected in this policy.
- c. When this policy does not specifically address a procurement issue, the issue may be resolved in accordance with the applicable sections of NRS Chapter 332, NRS Chapter 338, and any other applicable Nevada laws and East Fork Fire Protection District Policies.

2. Standards of Conduct

- a. No officer, employee or agent of the District shall participate in the selection, award and administration of contracts on behalf of East Fork Fire Protection District if such participation would arise in a conflict of interest. Such a conflict of interest would arise when the employee, volunteer, officer or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein has a financial interest or other interest in or a tangible personal benefit from an individual or entity considered for contract.
- b. The officers, employees, volunteers, and agents of the District may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts under an expectation of personal gain. It is not the intent of this policy to prevent individuals or agencies from providing the occasional non-monetary gift, or donation to a recognized duly incorporated association affiliated with the East Fork Fire Protection District.
- c. Employees, volunteers, officers or agents of the District that are found to be in violation of the article(s) above will be held accountable.
- d. Employees and volunteers should avoid acquisition of unnecessary or duplicate items. Where appropriate, an analysis will be made of lease versus purchase alternatives, and other appropriate analysis to determine the most economical approach.
- e. The District will enter into State and Local intergovernmental agreements or inter-entity agreements, where appropriate, for procurement or use of common or shared goods, services and consumables.

3. Purchasing Authorization and Budget Authority

The following limits are for purchases with a District credit card or charging through one of the District credit accounts without explicit direction or authorization.



- a. District Office Staff – Office supply orders will be completed by way of a centralized process under the direction of the Director of Administrative Services. Orders other than office supplies placed by district office staff should be at the direction or request of an appropriate Division Director or Chief Officer. All orders will be monitored by the appropriate Division Director or Chief Officer to ensure reasonableness.
- b. Employees with Special Assignment Incentives– up to \$100 without specific approval or budget authority.
- c. Squad Boss – up to \$100 without specific approval from their supervisor.
- d. Captain – up to \$100 without specific approval from their supervisor.
- e. Battalion Chief – up to \$500 without specific approval from a Deputy Chief.

4. Obtaining Quotes for Purchases

- a. It is the District's responsibility, as good stewards of public funds, to ensure the best value for the products and services purchased. As such, employees should obtain 3 formal or informal quotes for all purchases that exceed \$500. For purchases not requiring formal price quotes by State Law or Grant Requirement, pricing comparisons utilizing searches of vendor websites is considered an acceptable practice.

5. General Methods of Procurement

- a. Charge accounts with business for Minor Goods, Services and Consumables Accounts
 - i. Executive staff and/or finance staff will evaluate expenditure trends to determine if a charge account might be more economically beneficial than using a credit card, procurement card or the time it takes to seek out services.
 - ii. Currently, the District has individual charge accounts with various businesses, and the Finance Division maintains a current list and the documented process for using each account.
 - iii. A new charge account must be authorized by a member of the executive staff and approved by the Director of Finance (see Appendix C for checklist for setting up a charge account).
 - iv. Items purchased for the District must be delivered to a District facility or location directly associated with a District operation. Items should not be delivered directly to an employee's residence.

b. Use of purchase orders

- i. A purchase order is an administrative document by which the District makes a purchase.
- ii. East Fork Fire Protection District requires purchase orders for certain purchases to ensure compliance with budget, state procurement statutes, and federal grant agreements and regulations. Prior to signature, the approver of the purchase order is required to review the purchase order request to ensure that the item has been budgeted, is within budget, is in accordance with local government purchasing requirements (NRS 332 and 338), and is in accordance with applicable federal grant agreements and regulations.
- iii. Purchase orders should be used for any purchases of \$5,000 or more.
- iv. Use Appendix D for requesting a purchase order from the Finance Division.

c. Contract

- i. The Fire District will utilize contracts for purchases of goods, services, and public works valued at \$10,000 or more.
- ii. A vendor-provided contract may be used upon approval by the Executive Staff and District Legal Counsel as necessary.
- iii. Contracts and task orders over \$50,000 (cumulative purchases per year) must be approved by the Board of Directors. Contracts and orders under \$50,000 may be approved by the District Fire Chief and subject to appropriate procurement practices, policies and as approved within the fiscal year budget.
- iv. Contracts can only be authorized (signed) by the District Fire Chief or can be delegated to a Deputy Chief or Department Director provided they do not exceed \$50,000. After a contract has been executed, a copy must be submitted to both the Director of Administrative Services and the Director of Finance.

d. Use of Credit Cards

- i. Eligibility - To be eligible for a District credit card, personnel must be employed by the District and must meet one or more of the following criteria:
 1. Travel frequently in the course of his/her duties;
 2. Purchase significant amounts consumable, or minor goods, services and consumables for use by the District;

3. Finance use of credit cards for reoccurring expenses to ensure timely payment;
 4. Receives specific approval by the District Fire Chief or designee.
- ii. Spend Control Profiles are set up as follows:

Credit Limit	Single Transaction Limit	Position	Primary Use
\$ 10,000	\$ 10,000	District Fire Chief	Emergency
\$ 10,000	\$ 5,000	Deputy Chief	Operations
\$ 5,000	\$ 2,500	Battalion Chief	Operations
\$ 5,000	\$ 1,000	Squad Boss	Operations
\$ 5,000	\$ 1,000	Captains	Operations
\$ 5,000	\$ 2,500	District Staff	Operations/Training
\$ 5,000	\$ 2,500	Mechanic	Operations
\$ 5,000	\$ 1,000	Fire Inspector	Operations
\$ 5,000	\$ 2,500	Accounts Payable	Authorized A/P Transactions
\$ 5,000	\$1,000	Wildland Firefighters	Wildland Fires
\$ 5,000	\$ 1,000	Special Assignment Incentive Personnel	Special Assignment

- iii. Increase Limit Request - If approved by the Director of Finance or the District Fire Chief, individual limits may be temporarily increased. A request should be submitted to the Director of Finance and copied to the immediate supervisor outlining the request for increase and for the time period of the request.
- iv. Acceptance of Card and card security
 1. See Appendix A for Credit Card Acceptance and Use form to be completed by District personnel when a new or renewal credit card is issued.
- v. Credit Card Security - It is the cardholder's responsibility to safeguard the credit card and card account number at all times. Credit Card/s must be kept secure at all times. Cardholders are not to post account numbers where they can easily be seen by others.
- vi. Authorized Uses - Credit cards may only be used for the following authorized purchases:

1. Fuel, supplies, and equipment only if a purchase order cannot be issued or an existing charge account is not available. Fuel purchases are limited to District-owned vehicles when traveling or rental vehicles as authorized by a Deputy Chief or the District Fire Chief.
 2. Educational course registrations;
 3. District related travel and/or education related expenses such as airfare, lodging, meals, car rental, ground transportation, and miscellaneous travel expenses; including tips not to exceed 18% of the purchase price.
 4. Approved expenses and meals where normal purchasing procedures are not practical. The **purchase of alcohol any controlled substance, prescription medication, smoking materials, and tobacco products is prohibited.**
 5. Other items specifically authorized by the appropriate Deputy Chief or Divisional Head.
 6. Purchase of meals and/or light refreshments for training, seminars or incidents as authorized by the appropriate Deputy Chief or Divisional Head
 7. Travel related costs such as meals, hotel rooms and fuel may be charged. If costs exceed current General Services Administration (GSA) per diem for that area, please provide written statement to reason why amount was exceeded. GSA Per Diem Website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>
 8. Where meals are charged for anyone other than for the cardholder, a list of those personnel or activity must be included with the transaction documentation.
- vii. Restrictions - District credit cards **may not** be used for cash advances of any kind, payment of invoices or statements (unless authorized by the Director of Finance or the District Fire Chief), personal use of any kind, purchase of alcoholic beverages, or any expense not otherwise allowed by law or under District policy. Depending on the circumstances, the credit card charge for a restricted use may be recovered by the District.
- viii. Unauthorized Use - Any charge against the District's credit card account not allowed following the monthly reconciliation shall be paid by the cardholder by check, US currency, or salary deduction. Payment shall be received within five (5) business days of notification, or the next payroll processing date when a salary deduction is required.

- ix. Card Renewal - Cards that are due to expire will receive a replacement in advance. Old cards will be destroyed by the Finance Division personnel at the time the replacement card is exchanged for the expiring card. Employee will complete a new acceptance and use form before new card is issued.
- x. Lost or Stolen Cards - Personnel shall notify the issuing bank and/or the Director of Finance immediately in the event a card is lost or stolen. Contact information for the issuing financial institution will be made available to personnel holding a District credit card.
- xi. Passwords, where applicable, shall not be written directly on a procurement card.
- xii. Account Cancellation - The District reserves the right to change credit card companies, terms of use, or to cancel a cardholder's account at any time. Cardholders will be promptly notified in writing (including email). Upon termination of employment, the cardholder's account will be cancelled immediately. Cancelled credit cards must be returned to the Finance Division for destruction as soon as practicable following employee separation from the District.

C. After Purchase Procedures

1. Within five **(5) business days** of a purchase or return from travel, the cardholder will submit transactional evidence (**itemized receipt**) to the Finance Division to support all charges. Email is an acceptable method of delivery.
2. Original receipts are always considered acceptable documentation. Online purchases also require transactional documentation. Charge documentation shall include the following:
 - a. Vendor name;
 - b. Detail of items or services charged; must include an itemized receipt;
 - c. Total amount of charge including applicable tax and shipping charges;
 - d. Explanation outlining the purpose of the charge(s) and what station/apparatus/equipment/person it was for;
 - e. Signature of the card holder and/or the person responsible for the charge.
3. **Documentation** shall be provided for each charge. In the rare event that original documentation is lost or irretrievable; the card holder shall complete the Unavailable Back-up form. See Appendix B for sample of form.
4. **Charges** for meals and light refreshments must also include a detailed list of those persons or the activity for which the meals were charged.

D. Emergency Use Procedures

Due to the nature of this exception, these goods or services must be purchased immediately if a delay in the ordering to seek alternate proposals may threaten the life, health, safety, or welfare of the residents of the District. This section does not preclude the solicitation of alternate proposals if time permits.

RESPONSIBILITY FOR REVIEW: The District Fire Chief, or his designee and/or the Director of Finance/CFO, or his/her designee will review this policy every 3 years or sooner as necessary.

Appendix A
Credit Card Acceptance and Authorization Form



EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Mindon, NV 89423
(775) 782-9040 (775) 782-9043

Tod F. Carlini, District Fire Chief
Amy Ray, Deputy Fire Chief/Fire Marshal
Scott Gorgan, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Lisa Owen, Administrative Services Director
Kathy Lewis, CPA, CFO, Director of Finance

East Fork Fire Protection District
Credit Card Acceptance and Authorization Form

Employee Name: _____

Purchasing/Credit Card # _____

Expiration Date: _____

Reference # (to be used to activate your card) _____

- I have been approved and received a credit card from East Fork Fire for District Business
- I understand my current spending thresholds are as follows:
 - Credit Limit: _____
 - Single Purchase Limit: _____
- I understand and have read my purchasing authorization, Section 4 of the Purchasing Policy
- I understand, temporarily, I can request a credit limit increase or a single purchase limit by requesting and gaining approval from a member of the Executive Staff
- I understand that copies of receipts for any purchases must be delivered to the Finance Department within 5 business days. Finance will accept a hard copy, forwarded email, scanned or picture of the receipt. Please email EFFPD_Finance@eastforkfire.org.
- I have received, read and understand East Fork Fire Purchasing Policy attached.

Employee Signature

Date

"Serving the fire and life safety needs of our community"

Appendix B
Unavailable Backup Documentation Form



EAST FORK FIRE PROTECTION DISTRICT

1694 County Road
Minden, NV 89423
(775) 782-9040 (775) 782-9043

Tod F. Carlini, District Fire Chief
Amy Ray, Deputy Fire Chief/Fire Marshal
Scott Gorgon, Deputy Chief/Operations
Larry Goss, Deputy Fire Chief/Training
Lisa Orson, Executive Office Manager
Kathy Lewis, CPA, District Accountant

Unavailable Backup Documentation

Employee Name: _____

Date: _____

Vendor Name: _____

Dollar Amount: _____

Please list individual items purchased here:

Employee Signature

Date

Department Head Signature

Date

"Serving the fire and life safety needs of our community"

Appendix C
Account Set up Information

All Invoices/Statements to be mailed or e-mailed to the following:

Mailing Address:

Attn: Finance
1694 County Rd.
Minden, NV 89423

E-Mail:

EFFPD_Finance@eastforkfire.org

Tax ID:

38-3972546

Tax Exempt:

RCE-002-477

Type of Business:

Government Agency
Commenced April 16, 1981

Bank Information:

Contact Finance