

WESTVILLE FIRE DISTRICT NO. 1
23 W. OLIVE STREET, WESTVILLE, NEW JERSEY 08093

PURCHASING PROCEDURES

POLICY F1.4
DATE ADOPTED 8/28/97
DATE REVISED 10/26/10

PURPOSE OF POLICY: **TO DEFINE THE PURCHASING PROCEDURES TO BE USED BY THE WESTVILLE FIRE DISTRICT NO. 1**

1. All purchases of items by the Westville Fire District must meet the requirements of the *Local Finance Notice* from the New Jersey Department of Community Affairs, which is published bi- yearly and must be attached to this policy.
2. All expenditures for the Westville Fire District will require approval by the Board of Fire Commissioners before purchase is made.
3. All expenditures for the Westville Fire District over the *informal receipt of quotations threshold* per item as noted on the *Local Finance Notice* will require the solicitation of three price quotations.
4. All expenditures exceeding the bid threshold for contracting units as set forth in the *Local Finance Notice* will require advertisement for bids in the designated newspaper for the district.
 - 4.1 An attempt should be made to get at least three (3) bids in this situation.
5. Purchase of equipment through State contract must be approved by resolution.
6. A voucher from the Westville Fire District must be given to the vendor for any purchases. It must be signed by the purchaser and the vendor in order for payment to be approved by the Board of Commissioners.
7. A copy of the bill from the purchaser along with the original bill and a signed voucher from the vendor will be given to the Administrator and to the Fire Commissioner who is the Treasurer of the Westville Fire District. All vouchers should be submitted for approval and payment to the Board of Fire Commissioners by the Friday before the regular meeting.
8. All vouchers that are approved for payment will require the signatures of three (3) members of the Board of Fire Commissioners.
9. In the event of an emergency where an immediate expenditure is required, the Chief or the Officer in Charge, should contact three (3) Commissioners for approval. This can be done over the phone. It is desirable that the Chairman of the Board of Commissioners and the Finance Chairman be two (2) of the Commissioners contacted. A special meeting of the Board of Commissioners must be called as soon as possible after the emergency to review the facts concerning the emergency.