

(07/13)

ALBION LITTLE RIVER FIRE PROTECTION DISTRICT PROCUREMENT POLICY

The purpose of this policy is to ease the processing of authorized payment of District funds to qualified creditors while retaining maximum procurement transparency and accountability.

1. All commitments of District funds must be authorized by the board of directors.
2. The approved annual FY budget is the general authorization for commitment of District funds for each budget item.
3. Regular monthly invoices for recurring approved District budget items (utilities, communications [phone, internet], etc.) are to be delivered directly to the District bookkeeper to be paid routinely. Invoices of this type which show unusual or unexpected amounts due are to be referred by the bookkeeper to the chief, the board fiscal officer, or another board member for approval for payment.
4. Invoices for non-recurring approved District budget items should be delivered to the chief for his/her signature of approval and assignment of budget category before being delivered to the district bookkeeper for payment.
5. Any commitment of approved District budget funds over \$1,000 (\$3,000 for vehicle maintenance & repair) not itemized in the approved current FY budget must be approved by the chief, the board fiscal officer, or another board member.
6. Any commitment of District funds not included in the approved current FY budget must be approved by vote of the board on an agenda item for consideration of a budget revision at a regular or special meeting.
7. Reimbursements for out-of-pocket expenses for approved District budget items will be made to any individual upon signature of approval and assignment of budget category by the chief, the District fiscal officer, or other board member of presented (copies of) original receipt(s) showing who was charged for what by whom and to whom reimbursement should be made.
8. The bookkeeper will email a detailed report of all invoices and expenses incurred to the chief and all members of the board in enough time for review (at least 72 hours) prior to each regular monthly business meeting.

Policy adopted by unanimous vote of sitting board members at the July 18, 2013 regular business meeting.