



ANN ARBOR FIRE DEPARTMENT

Standard Operating Procedures – 1.7 Purchasing



PURCHASING

Effective: June 22, 2018
 Scheduled Review: June 22, 2021
 Replaces: 116 Purchase Orders
 Approved: Fire Chief Mike Kennedy

I. PURPOSE

To establish a purchasing procedure that clearly identifies the processes, purchase authority, and approved purchasers.

II. POLICY

This SOP shall be used in conjunction with City of Ann Arbor Administrative Policies and Procedures [202, “Invoice Payment Procedure”](#) and [204 “Purchase of Goods and Services.”](#) The City of Ann Arbor policies shall override this procedure if there is a conflict.

III. PURCHASING

The fire chief is responsible for fiscal oversight and shall pre-approve all purchases at or above \$250. All approval must be received prior to placing any type of order or any other agreement where the City of Ann Arbor is responsible for payment.

The following positions are approved for purchases below \$250 in the course of routine affairs.

- A. Assistant chief
- B. Management assistant
- C. Master mechanic
- D. Training officer
- E. Fire marshal
- F. Assistant training officer
- G. Emergency manager
- H. Specific staff for specific purchases as approved by the fire chief

IV. EMERGENCY PURCHASING

During non-business hours, the battalion chief (or acting battalion chief) is authorized to make purchases not to exceed \$250 if it is deemed that the purchase cannot wait until the next business day. The battalion chief shall inform the fire chief of the purchase and forward receipts the next business day.

During local states of emergency, the emergency manager is empowered to make purchases within City of Ann Arbor purchasing procedures without fire chief approval.

V. RECEIPT OF PURCHASE

Once the purchaser receives the item(s) or services have been rendered, packing slips and any other paperwork must be submitted to the management assistant with the date received and signature of the recipient listed. This packing slip is used to approve payment or city purchasing card reconciliation. Payment cannot be made without a packing slip. If a packing slip was not included, the purchaser shall inform the management assistant via email that the goods or services have been received.



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This policy was reviewed by (May 2018)
Finance Office