

Grant County Fire Protection District 3

POLICY AND PROCEDURE

1. NUMBER: 5.1.2
2. SUBJECT: Authorization of Spending of Department Funds
3. POLICY: The Board of Commissioners empowers its administrators with latitude in managing the finances of the District. In accordance with this Policy, the following Procedures are enacted to define spending authority.
4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief, District Secretary and officers of the District.
5. RESPONSIBILITIES:
 - A. The District Fire Chief shall be responsible for enforcing the provisions of this Policy and Procedure.
 - B. The Board of Commissioners shall audit all spending and budgetary matters of the District.
6. PROCEDURE:
 - A. The District Fire Chief shall be responsible for overseeing and maintaining the day-to-day purchasing needs and managing the adopted Budget of the District.
 - B. In accordance with these needs, all purchases by the District Fire Chief in excess of Two Thousand Dollars (\$2,000.00) shall require prior authorization of the Board of Commissioners with the exception of emergency expenditures.
 - C. For non-budgeted purchases and purchases that exceed this limitation, the Board of Commissioners shall be consulted.
 - D. District Staff shall be authorized to purchase day to day needed items up to the amount \$ 250.00 per purchase. All purchases over \$250.00 shall be approved by the District Fire Chief. Receipts shall be legible signed by the purchaser, with a brief description of item/use. Receipts shall be returned to the District Secretary daily.

- E. Establishing of new revolving accounts shall be authorized by the District Fire Chief. New account applications shall be submitted to the District Secretary or Administrative Assistant for completion and approval by District Fire Chief prior to submittal.

Revolving Accounts: List held by District Secretary, See accounting software for current list.

Credit Cards: See Administrative Assistant for Credit Card List.