



Madeira Beach Fire Department Standard Operating Protocol

Date Issued: 10/1/01
Change Order: 1/21/09; 5/19
SOP Number: 100-06
Subject: Expenditures

Purpose: To establish a process and practice that insures fiscal responsibility and allows general accepted accounting procedures (G.A.A.P.) to be followed.

Scope: All Department purchases and repair authorizations will be coordinated through the Fire Chief's office. Equipment that is out of service should be reported to the Fire Chief, thru the Chain of Command, in a timely fashion depending on the severity and impact to public safety and the service. All repair and purchase requests should be accompanied by the proper paperwork and completed with sufficient detail to delineate the problem, the needed correction, and the possible associated cost. An equipment repair form (sample attached) should be completed with a detailed description of the problem.

When a new item is purchased that costs \$1,000 or more, 3 written proposals must be obtained prior to approval.

Any Department approved purchase for less than \$20.00 personally be made and will be reimbursed.

All purchases must be documented and receipts submitted for reimbursement and/or processing.

EQUIPMENT REPAIR FORM

Name: _____ Date: _____

Equipment or Apparatus: _____

Problem: _____

Attempted Repair _____

EQUIPMENT REPAIR ACTION TAKEN

Name: _____ Date: _____

Action Taken: _____

EQUIPMENT REPAIR FORM REPLY

Name: _____ Date: _____

Equipment or Apparatus: _____

Problem: _____

Final Outcome _____
