

SUBJECT: PURCHASING PROCEDURES**SECTION:** 200.04**REVISED:** APRIL 4, 2011**PAGE(S):** 2

PURPOSE

To familiarize all members with the purchasing procedures for the City of Reading.

REFERENCES

1. *The Ohio Revised Code.*
2. *The Codified Ordinances of the City of Reading, Ohio.*
3. *City of Reading Auditor's Office.*

POLICY

- A. No purchase shall be made without permission from the Fire Chief, or as designated in his/her absence.
- B. No purchase shall be made without the issuance of a requisition and first obtaining a Purchase Order Number.
- C. A receipt shall be obtained for all purchases and forwarded to the Fire Chief.
- D. Any invoices or shipping papers related to any purchases received shall be reconciled and forwarded to the Fire Chief.
- E. Local purchasing is encouraged. Any local vendor offering a product/service at a level of up to 15% higher than an out of town competitor, the award should be given to the local vendor.

PROCEDURE

- A. Purchases under \$100.00.
 1. Blanket Purchase Orders are maintained for one (1) month periods for the City of Reading on line items, (i.e. apparatus parts and hardware). Local purchasing is encouraged. Any local vendor offering a product/service at a level of up to 15% higher than an out of town competitor, the award should be given to the local vendor.
 - a. Sign for purchase

- b. Obtain a receipt
 - c. Turn receipt in to Fire Chief.
2. Vendors who do not maintain a Blanket Purchase Order:
- a. There are two (2) ways to make purchases that range in price under \$100.00.
 - 1. Use of City (department) credit card
 - a. Obtain department credit card from the Fire Chief.
 - b. Obtain a receipt
 - c. Turn receipt in to Fire Chief.
 - 2. Petty Cash
 - a. Obtain petty cash from the Fire Chief.
 - b. Obtain a receipt.
 - c. Turn receipt in to the Fire Chief.
- B.
- 3. Request and complete a Purchase requisition and submit it to the Fire Chief.
 - b. Auditors' Deputy will assign a Purchase Order Number for each requisition submitted by the Fire Chief.
 - c. A PURCHASE ORDER NUMBER must be given to the vendor before any purchase can be made.
 - d. Obtain an invoice.
 - e. Return invoice to Fire Chief.