



# ABINGTON TOWNSHIP FIRE DEPARTMENT

OG - 100-113

## PURCHASING POLICY

### 1.0 PURPOSE

This plan is established to ensure all charges to be paid for by the Abington Township Fire Department and member companies are properly authorized and meet all known regulatory requirements, while implementing a method to accurately track the purchase, receipt, and payment of goods and services provided the department and member companies.

### 2.0 RESPONSIBILITY

The responsibility to ensure that the above actions are taken in an appropriate manner is defined as indicated below:

- 2.1 Fire Company President
- 2.2 Fire Company Treasurer
- 2.3 Fire Company Board of Directors
- 2.4 Fire Chief
- 2.5 All department personnel

### 3.0 PROCEDURE

- 3.1 All department and company expenditures shall comply with applicable Pennsylvania State and Federal regulations. Transactions shall also be duly authorized by the appropriate President, Chief or designee with budgetary responsibility and processed in accordance with established department and/or company procedures. The department and member companies shall strive to procure all goods and services through the use of appropriate contracts and terms and conditions that protect both buyer and seller.
- 3.2 Acquisitions shall be conducted on an open and competitive basis and without favoritism in order to obtain the maximum value per expenditure. Interested suppliers shall receive fair and impartial consideration. All business relationships shall be conducted at arms-length.

**3.3** Department and company expenditures shall follow established department purchasing procedures and applicable state and federal regulations.

**3.4** Only Administrative Officers, Chief or their designee shall have the authority to approve expenses or further encumber the department and/or company within the adopted constraints of the adopted budget. The Board of Directors has final authority over company and the Board of Commissioners over the department, to review and determine the appropriateness of all company and/or department expenditures.

**4.0** **RECORDS**

**4.1** All records and documents will be maintained by the fire companies and available for audit on request.

**5.0** **REFERENCES**

**5.1** Abington Township Finance Department's Purchasing Policies and Procedures.