Grant County Fire Protection District 3

POLICY AND PROCEDURE

---

1. NUMBER: 6.1.06

2. SUBJECT: ***Authorization of Spending Funds***

3. POLICY: The Board of Commissioners grants its administrators flexibility in overseeing the District's finances. To align with this policy, the following procedures are established to clarify spending authority.

4. SCOPE: This Policy and Procedure is applicable to the District Fire Chief, District Secretary as well as District personnel.

5. RESPONSIBILITIES:

   A. The Board of Commissioners shall audit all spending and budgetary matters of the District.

   B. The District Fire Chief or designee shall be responsible for enforcing the provisions of this Policy and Procedure.

6. PROCEDURE:

   A. The District Fire Chief or designee shall be responsible for overseeing and maintaining the day-to-day purchasing needs and managing the adopted Budget of the District.

   B. The District Fire Chief or designee shall consult with the Chairman of Board of Commissioners for all non-budgeted purchases, repairs, or capital purchases that exceed five thousand dollars ($5,000.00).

   C. Purchasing items through revolving accounts is preferred when possible. In cases where it aligns with the District's interests, a credit card may be used.

      1. District personnel are allowed to buy necessary day-to-day items costing up to five hundred dollars ($500.00). Purchases exceeding this limit shall require the approval from the District Fire Chief or designee. The purchaser must sign legible receipts with a brief description of the item/use. Receipts shall be submitted to the District Secretary on a daily basis.

   Revolving Accounts: See accounting software for current list.

   Credit Cards: See Revolving/Credit Card policy.