

**2017-140 Purchase Orders**



**Westbrook Fire & Rescue Department**  
Standard Operating Procedure

Section: Administration	TOPIC: Purchase Orders
NUMBER: 2017-140	ISSUE DATE: December 15, 2017
	REVISED DATE:
POLICY REFERENCES:	APPROVED BY:  <hr/> <p>Andrew R. Turcotte Chief of Department</p>

**Purpose:**

To establish a procedure for the issuance of Purchase Orders for use by members the Westbrook Fire & Rescue Department.

**Scope:**

Establishes guidance for obtaining purchase orders for department purchases.

**Policy:**

Employees wishing to make a purchase utilizing City of Westbrook funding must submit a purchase order request form for approval. Request without this form will not be processed. It is the employees' responsibility to identify the vendor of the items being requested and the subsequent pricing of the item(s).

The department and Union will publish a list of approved items that may be purchased as part of the clothing allowance. The Fire Chief may authorize the purchase of additional items not on the published list on a case by case basis.

Employees wishing to make an immediate purchase may do so however, this will require the employee to pay for the item at the time of purchase and seek reimbursement at a later point. Reimbursement will require a copy of the purchase receipt as well as completion of the Purchase Order Form.