**HUNTINGTON COMMUNITY FIRST{PRIVATE }
AID SQUAD**

PURCHASING MANUAL:

POLICY AND PROCEDURES

Approved by the Board of Directors
April 16, 2008

HUNTINGTON COMMUNITY FIRST AID SQUAD

PURCHASING MANUAL

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I. OVERVIEW

This is an overview of the existing policies and procedures concerning the purchase of goods and services for the Squad. For more details concerning individual topics covered below, see noted page references.

Bids are confidential. Under no circumstances will any member, employee, agent, consultant or representative of the squad disclose any information on bids to anyone until all bids have been received and opened. Bids will not be accepted under any circumstances by any company in which a member, employee, agent, consultant or representative of the squad has a personal or financial interest. Under no circumstance shall any member or employee accept a gratuity of any kind. Companies who which to present a token of appreciation should be directed to make a donation to the annual fund drive. Any exception to this policy must be approved by the Board of Directors.

POLICY GUIDELINES:

1. The total amount to be charged to the Squad cannot exceed the approved purchase limit.

2. This Purchase Authorization is granted only for orders of goods to replenish existing inventories and for services to maintain existing equipment.

3. Requests for new items outside of the authorization amounts must be requested by submitting a completed Request for Purchase Approval form (#126) and bid form (#125) to the Board of Directors via a Chief Officer or committee's board liaison.

This policy has been approved by the Board of Directors for the convenience and needs of the person granted Purchase Authorization. Any violations of this policy or of the true intent of the policy, such as order splitting, can/will result in the revocation of a person's Purchase Authorization.

1. AUTHORITY TO ORDER SERVICES, SUPPLIES OR EQUIPMENT (Page 7)

The Purchase Authorization Policy identifies those members who are authorized by the Board of Directors to order items in the name of the Squad. No other member (Officer, Board Member, or other) can order services, supplies or equipment for the Squad without prior approval of an authorized member. Approval is considered the signature of the individual granted Purchase Authorization for that category, on the APPROVED BY line of the Purchase Order.

2. PURCHASE AUTHORIZATION LIMITS (Page 13)

Purchase authorization approved by the Board of Directors is for:

a. The ordering of services, supplies or equipment which is specified for that individual in the Purchase Authorization Policy.
b. Placing of orders for "standard and usual" goods and services. Examples: replacement first aid supplies that are standard inventory items; ordering of forms that were previously printed; etc.
c. Ordering of goods in quantities that are "common and usual," as determined by previous order quantities.
d. Orders with a total cost which does not exceed the Purchase Authorization Limit specified. Splitting of orders in

order to circumvent limits is not approved.

e. The repairing of Squad equipment after the member having Purchase Authorization has ascertain that the repair can not be completed within any warranties or extended warranties currently in effect.

3. ORDERS FOR GOODS AND SERVICES NOT COVERED BY, OR EXCEEDING THE LIMITS OF, PURCHASE AUTHORIZATION POLICY

Any member of the Squad can request the Board of Directors to approve the purchase of specific goods or services. These requests should be made through the appropriate committee chairperson , officer or Board liaison.

All orders for goods and services that are not covered by the Purchase Authorization Policy or orders which exceed the limits of the policy must be approved by the Board of Directors.

Procedures for requesting purchase approval from the Board of Directors are detailed on page 12.

4. EMERGENCY ORDERS FOR SERVICES, SUPPLIES AND EQUIPMENT

Emergency order status applies only if (1) the "common and usual" emergency medical services provided by the Squad would be affected; (2) if not immediately corrected the member would be exposed to excessive dangers and risks; (3) if not immediately corrected, further damage would occur, resulting in even higher costs to the Squad.

The individual granted Purchase Authorization by the Board of Directors can exceed the limits if an emergency situation exists, as defined above, and if the approval of the Chief has been obtained. If the Chief can not be contacted, then the 1st Deputy Chief, 2nd Deputy Chief, etc., in order of authority.

All orders which exceed the Purchase Authorization of the Board must be reported to the Board of Directors by the Chief, or designee, at the next scheduled Board meeting.

5. ADVANCES

1. Petty Cash Advances: The Board of Directors must approve all petty cash advances which must be requested from the Treasurer on a purchase order at least two weeks in advance. These advances are issued to specific members who are responsible for the accountability of the funds to the Treasurer. Petty cash accounts are considered revolving accounts and monies spent will be reimbursed when expenses are documented via a purchase order. All petty cash accounts are in effect until the end of the year. A quarterly accounting of all petty cash expenditures must be submitted to the Treasurer by the 10th day following the end of a quarter.

2. Cash Purchase Advances: If the purchase is covered by the Purchase Authorization Policy or approved by the Board of Directors, a cash advance can be obtained by contacting the Treasurer and requesting the advance on a purchase order at least **two weeks** in advance. The person issued the advance is responsible for the accountability of the funds to the Treasurer. The accounting of the funds must be made within ten (10) days of the purchase or the Board of Director approved action.

6. PURCHASING PROCEDURES
A PURCHASE ORDER IS REQUIRED FOR ALL PURCHASES.

Prior to placing any order for goods and services, the person granted purchase authority by the Board of Directors must approve the order by signing on the APPROVED BY line of the purchase order. A Purchase Order must be prepared for ALL orders for goods or services.

Refer to Purchase Order Procedures for details (page 9)

7. PAYMENT APPROVAL

Payment for all goods and services must be approved by the Board of Directors. Requests for payment approval are presented by the Treasurer. Certain invoices can be paid directly by the Treasurer, based upon the Treasurer's Payment Authority granted by the Board of Directors (page 13). The Treasurer must report all payments to the Board of Directors at their next scheduled meeting.

Payment approval requests are presented to the Board of Directors by the Treasurer only if:

1. A properly prepared and approved PO is received.
2. The person who placed the order approved payment by:
   - **a.** filling out the INSPECTION REPORT section of the P.O. (if applicable).
   - **b.** Attaching an original invoice.
   - **c.** attaching a delivery receipt or packing slip (if applicable).
3. The quantity and amount charged correspond to the PO details.
4. The purchase corresponds to the Purchase Authorization Policy or Purchase Approval granted by the Board of Directors. When the purchase authorization is granted by the Board of Directors, a copy of the motion should be attached to the PO or the date of approval by the Board of Directors should be noted on the PO and the approved purchase authorization should be attached.

If the purchase exceeds the Purchase Authorization Policy or the Purchase Approval granted, the individual who placed the order must attend the next scheduled Board meeting and request payment approval from the Board of Directors.

The Treasurer must advise the Board of Directors of any invoice received from a supplier when the request for payment is held more than thirty days from invoice date due to lack of proper documentation. Also, the Treasurer will advise the Board of Directors on open Purchase Orders (45 days and older from Purchase Order date) for which no invoice has been received and open invoices on a vendor's statement for which no PO has been received.

8. PAYMENT POLICY

It is the policy of the Board of Directors to pay all invoices within thirty days of the invoice date, and to pay all credit cards so that the payment is received by the statement due date.

9. SUPPLIERS (See the Treasurer for a current list)

The list of Current Suppliers identifies those suppliers who are approved by the squad. This list should be used as a guideline for the purchase of goods and services by the squad. New suppliers can be recommended for addition to the list by the individual granted Purchase Authorization for that category of goods or services. The new suppliers name, address, phone number, and point of contact should be given to the Treasurer in advance of the purchase. This will enable the Treasurer to complete and issue a Tax-Exempt Certificate and respond to any credit approval request. Additions should be based upon (1) lower price, (2) improved services and/or (3) improved quality. Deletions can be made for cause.

The Treasurer will respond to a supplier's request to verify those members authorized to place orders, to provide credit information and to authorize credit limits.

10. TRAINING

The training of our members is of the utmost importance. Training is no longer limited to a single course or two. In addition to the recognized state levels of certification there are seminars, conferences, and continuing education courses that benefit members. In an effort to allow membership to achieve the most from what is available to them, while insuring that the squad benefits also, the following guidelines have been established for the reimbursement of training courses for members in good standing. A member on probation is not precluded from attending courses. Training courses beyond the normal and customary American Red Cross, American Heart Association, Suffolk or Nassau County EMT and/or AEMT, including CME classes, require pre-approval of the Second Deputy Chief. Any training course that exceeds these limits requires the pre-approval of the Board of Directors.

Upon successful completion of any course, conference or seminar that is directly related to the function of the organization, as determined by the Second Deputy Chief, the member must complete a Course/Seminar Reimbursement Request form . The member must attach a copy of the certificate of completion along with verification of the course cost and payment, and submit all documentation to the Second Deputy Chief for approval. All training courses except ARC, AHA, EMT and CC courses require pre-approval from the Second Deputy Chief. Members must be in good standing when requesting reimbursement. For reimbursement for EMT_P courses the member must be in good standing for the entire preceding (6) six month period immediately proceeding each reimbursement request.

Reimbursement limits are as follows:

1- Seminars, Conferences and Continuing Education courses: $75.00 maximum including mileage, unless approved in advance by the Board of Directors.
2- CTC Course: $150.00 maximum including mileage.
3- ACLS Course: $400.00 maximum including mileage.
4- EMT and EMT-CC: $550.00 maximum including mileage.
5- EMT-P Refresher Courses: $800 maximum including mileage.
6- EMT-P Original Course - Due to the current extreme cost of these courses, each request must be pre-approved on an individual basis. The individual member requesting approval for the course must submit, in writing, to the Board of Directors a total breakdown of the course costs (fees, tuition, books and daily mileage) The approved mileage will not exceed $ 1,000.00. The Chief will verify in writing that the member has been in good standing for the six months prior to the request. The initial reimbursement will be for 1/6 of the total approved course cost (fees, tuition, books and mileage) after the member receives the status of EMT-P and is approved to ride in Suffolk County (see item 7 below).

For the next two and a half years, every six months, from the course completion date, the member must complete a Purchase Order for an additional 1/6 of the total approved course costs and submit this to the Treasurer. The Treasurer will obtain a written verification from the Chief, that during the reimbursement period, the member has maintained the status of an active HCFAS EMT-P , fulfilled additional duty requirements as listed below. not gone on any Leaves of Absences, other than Medical, and is in good standing with the squad before reimbursement may occur. The two and half year's reimbursement period will be extended for the period that cumulative Medical LOAs exceed three months. The member must ride as an ALS provider when on duty and any regular deviation must be approved by the operational officers. The member must agree to provide an additional 4 hours per week either on a second shift or as back-up personnel for a shift during the reimbursement period. The second shift must be approved by the operational officers. Any member not meeting the reimbursement requirements for the period will be reviewed by the Board of Directors. **IT IS THE RESPONSIBILITY OF THE MEMBER TO APPLY FOR AND FOLLOW UP ON THESE SEMI ANNUAL REIMBURSEMENTS.**

7. Courses not sponsored by the Nassau or Suffolk COUNTY EMS Program Agency will be reimbursed to the Member provided the following requirements are completed:
   a. Pre-approval is required by the Board of Directors and must be presented to the Board of Directors by the Chief.
   b. Course/Seminar Reimbursement Request form is completed with verification of course costs attached (fees, tuition, books and detail daily mileage).
   c. Documented successful completion of the course is supplied (copy of certificate)
   d. The member submits a completed certification, HCFAS form # , stating that HCFAS is the last dollar reimbursement.
   e. The member submits a completed acknowledgement of squad reimbursement HCFAS form #
   f. Member provides proof of completion of all requirements to ride as a member of the Suffolk County system.

NOTE: The Treasurer is responsible to file the NYS DOH EMT course reimbursement voucher but the member must provide the Treasurer with any documentation required by the NYS DOH otherwise the squad's reimbursement to the member will be delayed.

11. STANDARD MILEAGE REIMBURSEMENT RATES:

The standard mileage reimbursement rate for the use of a member's personal vehicle, for all approved activities, is .31 per mile.

12. HOLIDAYS

Being a twenty-four hour a day, seven day a week, three hundred and sixty-five day a year operation, there will be times when crews will be required to be on-duty during holidays. In an effort to make those holidays a little more enjoyable the Squad Chief is authorized to spend an amount not to exceed $**300.00** for food and refreshments on each pre-approved holiday. The pre-approved holidays to which this authorization applies are:

New Year's Eve Day	New Year's Day
Easter Sunday	Memorial Day
Labor Day	Independence Day
Christmas Eve Day	Thanksgiving Day
	Christmas Day

13. QUARTERLY DAY CAPTAIN'S EXPENDITURES:

The retention of our members is of primary importance. Crew members are often required to eat meals at headquarters in order to be available to respond to emergency calls. Many times meals are interrupted and food is spoiled. In order to make some restitution to members the Day Captain or Chief appointed designee is authorized to expend an amount not to exceed $300.00 per calendar quarter for food and beverages for their crews. Amounts not expended in a calendar quarter cannot be carried over. All bills to be reimbursed must be approved by the Chief and submitted to the Treasurer on an approved PO. Reimbursement amounts must be submitted by the 10^{th} day following the end of the calendar quarter. Advances must be accounted for prior to payment of the subsequent quarter's advance.

14. MEAL REIMBURSEMENT-OVERNIGHT TRAVEL

When a member is on an approved trip which includes an overnight stay meals and incidentals will be paid on a per diem basis in the amounts detailed and approved under the US General Administrative Web Site htpp//www.gsa.gov, or an amount pre-approved by the Board of Directors. The days of travel, both to and from will be reimbursed at 75% of the approved rate. A purchase order must be completed by the member and approved by the appropriate officer or board liaison. This request may be made two weeks in advance of the approved trip. In the event the member does not attend the trip the money must be refunded to the squad within ten(10) days of the initial date of travel.

15 .REIMBURSEMENT FOR OUT OF POCKET EXPENDITURES:

The retention of our members is of primary importance. In addition to volunteering numerous hours in fulfillment of their required shift, many volunteer members serve in various capacities as board members, officers, committee chairman and delegates. The benefit to the organization for these services is enormous. In order to perform these additional duties the member may incur additional expenses for items such as: telephone, babysitting, meals, laundry, dry-cleaning, meeting refreshments, etc. In an effort to continue their dedication to the organization and to allow these members to be reimbursed for some of these additional costs the following guidelines have been established.

Members holding one of the following positions may request reimbursement up to the scheduled quarterly limits from the Treasurer by submitting a purchase order for "Out of Pocket" expenses. The purchase order must be submitted by the 10 (tenth) day of the month following the end of a calendar quarter. Late requests will not be honored. This request must be made on a PO and must include a description of the expense and supporting documentation for individual expenses in excess of $25.00. Each member is limited to the highest of any one scheduled amount, although expenses from multiple committees may be added to reach this limit. The member must have been active in that capacity for the entire quarter for which the reimbursement is requested. Committee chairman or co-chairman must receive approval of the board officer, board liaison or operational officer under whom the committee responsibility falls. These reimbursements are not considered compensation for the determination of LOSAP points earned. All disbursements will be made from HCAD funds unless the function performed is a HCFAS activity.

Position:	**Maximum Quarterly Scheduled Amount**
Board officer	$60.00
Director (non- officer)	$45.00
Chief Operational Officer	$60.00
Day Captain/Schedule coordinator	$45.00
Committee Chairperson	$30.00
Committee Co-chairperson	$15.00
RTE Course instruction (non-compensated)	$60.00
CPR Course instructor (non-compensated)	$30.00

16. WARRANTIES

Before a repair of any Squad equipment is approved by an Operational Officer, delegate or Committee Chairperson the approving person should make sure that the repair is not covered by any warranty or extended warranty. If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. If the repair was completed outside of any warranty, an explanation as to why should be included in the remarks section of the Purchase Order. A copy of any warranty must be maintained by the appropriate officer or committee chairperson. The original warranty must be given to the Secretary who will maintain a file of all warranties. A copy of the warranty must also be attached to the invoice of the warrantable item when the PO is submitted to the Treasurer for payment.

17. INSURANCE - SUPPLIERS

The Board of Directors may request contractors or service providers to submit a certificate of insurance in the name of the Squad or name the Squad as additional insured for their commercial general liability (contractual liability, bodily injury and property damage), automobile and professional liability insurance policies. These policies must be occurrence coverage.

They may also request contractors or service providers to submit proof of workers' compensation and disability benefits insurance coverage during the contract term.

I. PURCHASE AUTHORIZATION POLICY

The Board of Directors has full responsibility and authority for all squad expenditures. In an effort to insure that designated Operational Officers and Chairpersons have the financial tools to effectively execute their responsibilities without undue delays, the Board has approved and granted SPECIAL Purchase Authorization to persons holding certain Officer and Chairperson positions. See pages

The list is presented by account category and type. If applicable, the Officer/Chairperson granted Purchase Authorization is identified, followed by the maximum limit of that person's purchase authority. If a position is not listed for Purchase Authorization, then any purchase of goods or services for that account category and type must be approved by the Board of Directors.

It is expected that all persons granted this SPECIAL authorization will follow not only the policy guidelines, but also the intent of the Policy. Any and all exceptions to this policy must have prior approval from the Board of Directors.

18. MISCELLANEOUS ITEMS

a) The Secretary is authorized to conduct free raffles at the General Membership Meeting of non-cash gifts or vendor incentives. Edible Items donated by the community are not included in this section. The President and Chief will decide the disposition of any items that do not meet the above criteria.

c) Parades: The Chief is authorized to order the participation of the squad in the annual St Patricks Day, Memorial Day, and Huntington Manor Fire Department, Greenlawn Fire Department and East Northport Fire Department parades. Post 215 members are invited to march in these parades provided the required Post 215 advisors are present at all times. Post 215 advisors and members will follow the directions of the highest ranking officer at all times. Parade Refreshments are covered under the SOP Section IX A 2.

When deemed appropriate by the Chief, the parade hosts commemorative glass (at a cost not to exceed $7) and a meal allowance of $10 per member may be utilized, and Post 215 and crews on standby shall be included. The Chief may request an advance from the Treasurer to cover this expense.

The Social/Kitchen Committee may provide refreshments before the Memorial Day Parade ($1500) and after the St. Patricks Day Parade ($350), in accordance with SOP Section IX A 2. post 215 members are invited to these events and may bring parents, guardians and siblings. These amounts include all related expenses such as food, flowers, paper goods, etc.

d) Outside Organizations- The Chief is authorize to approve room use for the Fire Chiefs Council of the Town of Huntington, Suffolk County Ambulance Chiefs Association and the New York State Volunteer Ambulance and Rescue Association, once each year. Refreshments are authorized, not to exceed $700 per event from HCAD Funds, and $150 for beer and wine (HCFAS Funds). All Alcohol must be served by a TIPS Certified Bartender who may be engaged at an amount not to exceed $125.

e) Squad Delegates,alternates and pre-approved members are authorized to use a squad vehicle, when available, with the prior authorization of the Chief, to attend meetings of the organization at which they directly represent HCFAS. Overnight stays are authorized to a maximum of $125/night, and meals in accordance with the meal policy (Section 14).. Delegates from other EMS and FD organizations may ride in the squad vehicle, upon notification to the Chief.

f) The President and Chief are authorized to schedule an annual joint meeting of the BOD and officers, respectively, at an amount not to exceed $2000 per meeting.

III. PURCHASE ORDER PROCEDURES

An H.C.F.A.S. Purchase Order must be prepared and processed for all merchandise and services purchased. **ALL ITEMS/SERVICES WILL BE PAID ONLY WHEN A PROPERLY COMPLETED PURCHASE ORDER IS RECEIVED.**

A. ORDERING MERCHANDISE OR SERVICE (Refer to sample PO on page 16)

PRIOR TO PLACING ANY ORDER, REFER TO PURCHASE AUTHORITY AND LIMIT POLICY. A PURCHASE ORDER MUST BE COMPLETED WHEN THE ORDER IS PLACED. Under no circumstances may the requested by and approved by lines of a PO be signed by the same person. The approved line can not be completed by entering "BOD", but must be signed by an authorized member. In the absence of the authorized member or due to unusual circumstances, the Chief, President or Treasurer may approve the PO.

NOTE: There must be a procedure if there is no authorized member, the authorized member is absent (LOA, vacation, resigned etc.) for the PO to be approved.

1- Print all PO information clearly.

a. Supplier information must include the supplier's full name and address . If the member is requesting reimbursement, the member's name is the supplier and the supplier's receipt information should be listed on and attached to the PO.

b. Ship to line must include the person or committee to whom the items are to be directed.

c. Price Listed line should be completed when a purchase is based on a quote.

d. Include the shipping amount on the appropriate line and complete the total amount due.

e. List all items or descriptions of service in itemized section. Print each item on a separate line. Indicate "QUANTITY - NUMBER and UNITS (box, case, etc.)"; number of items per unit; full "DESCRIPTION" and if applicable, supplier item number; "UNIT" and "TOTAL" price for each line item.

f) Add "PRICE - TOTAL" column and write total amount in "TOTAL FOR MERCHANDISE/SERVICE" box.

g. Print any instructions or information in the "SPECIAL NOTES" section of the Purchase Order.

h. Write the date merchandise/service was ordered on the "ORDER DATE & NUMBER" line (upper right on the PO.). Use numbers for month. Example: 2-1-07; 12-17-07; etc. This Date will be used as our Purchase Order Number for all transactions.

i. Requested by line must be signed by the requester and the approved by line signed by an authorized member per the purchase authorization list or an appropriate officer or board liaison.

B. MERCHANDISE RECEIVED OR SERVICE PROVIDED AT HEADQUARTERS.
On-duty dispatcher will accept and sign for deliveries and services supplied at headquarters (name, # and date). Visually inspect the outside of all cartons. If damage is noted this should be written on the delivery receipt or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

C. INSPECTION OF MERCHANDISE RECEIVED:
The requester must inspect all orders with in 10 days of receipt. This is the legal limit for shipping damage claims. Complete the inspected by section of the PO. Damages or discrepancies should be handled with the supplier immediately and disposition should be noted on the PO.

Attach original invoice with PO and place these documents into the Treasurers mail box.

D. MERCHANDISE DELIVERED TO OR SERVICE PROVIDED AT HEADQUARTERS (Refer to sample PO. on page 16)

1. On-duty Dispatcher will accept and sign for deliveries and services supplied at Headquarters. NOTE: Visually inspect outside of all cartons. If damage is apparent write this fact on the carrier's delivery report or on a separate paper. Place delivery receipt in appropriate mailbox and attempt to contact the appropriate member.

E. INSPECTION OF MERCHANDISE RECEIVED (Refer to sample PO. on page 16)

1. Person who requested order must inspect and confirm contents of the order WITHIN 10 DAYS after order is received. This is the legal limit for shipping damage claims. If damage occurred, do not destroy packing materials or carton.
2. Inspect contents and complete "INSPECTION REPORT" section of the PO. If an error is noted, immediately contact the supplier. Be sure to write description of any problems in "INSPECTION REPORT" section of the PO. and note supplier's comments/actions. (Use back of PO. if required.)

3. PLACE COMPLETED PURCHASE ORDER, WITH ALL SUPPORTING DOCUMENTS ATTACHED, IN THE TREASURER'S MAIL BOX..

IV-CREDIT CARD POLICY

1- Upon approval of the Board of Directors the squad may obtain a general purpose credit card. The approved use of this card is limited to the President, Vice President, Chief, First Deputy Chief and the Social Committee Co-Chairpersons When a purchase is better suited to be made via a credit card, the requester must first verify that the purchase has been approved by these PPP's, or the Board of Directors or a member who has the purchase authority, and, must present the request to one of the Officers listed above. This request must include: the company name, telephone number, copy of the approved purchase authorization form or proposal and board motion, if applicable and the cost of the item.

This request is to be used only when normal and customary purchase polices are not appropriate such as items that must be paid for now but will not be delivered or used for more then 30 days;. The PO must include the notation that the order was placed by credit card and a copy of the PO must be immediately given to the Treasurer. When the goods or services have been received, the original PO with supporting documentation must be placed in the Treasurer's mail box.

V. PURCHASE APPROVAL REQUEST PROCEDURES

All orders for goods and services not expressly covered by the Purchase Authorization Policy or orders which exceed the limits of the policy, or requests for new goods or services must be approved by the Board of Directors.

A request for purchase approval or a written proposal, including bid form documentation, must be completed and these requests must also be made in the form of a motion to the Board of Directors and must come through the appropriate Chief Officer or Board of Director Liaison. In the event there is no chief officer or board liaison designated to oversee the specific area the member should contact the Chief and or President for direction. To be considered at the next Board of Directors meeting all requests must be submitted to the President by the appropriate chief officer or board liaison by 9 AM the Friday preceding the meeting. Additionally, a copy of all supporting documentation must be provided to each board member no later then 9 AM the Friday before the board meeting. The President will contact the person requesting the approval if a personal appearance is necessary at the meeting.

Bids or quotes are not necessary when a proposed purchase is made on state (Office of General Services, www.ogs.state.ny.us), county or town contracts providing the appropriate contract number is noted on the purchase approval form or proposal and referenced in the motion and supporting documentation is attached. If a bid or quote is received that is less than the state, county or town contract amount, no other bids or quotes are necessary providing the contract information is documented as part of the purchase authorization or proposal request.

If approved by the Board of Directors, the original purchase authorization or proposal request will be signed by the President and returned to the Secretary. The Secretary will give a signed copy of the request to the requestor for attachment to the Purchase Order when requesting payment. All other standard Purchase Order procedures are to be followed also.

VI. TREASURER'S PAYMENT AUTHORITY

Payment for bills presented to the Corporation will be submitted by the Treasurer to the Board of Directors at each meeting for their payment approval.

Payments will be issued, by the Treasurer, only after receiving payment approval from the Board of Directors, with the following exceptions:

The Treasurer, with the approval of another Corporate Officer (following line authority), can pay bills (all required documentation must be attached) without formal Board of Directors approval for:

1. Leases, bond, utilities, credit cards or insurance payments.

2. C.O.D. (pick-up or delivery) for goods or services from a supplier who has refused our formal request for credit or for suppliers who will extend a discount for C.O.D. payment.

3. Payment to members for Good & Welfare, Uniform reimbursement and Training Course reimbursement.

4. A supplier's term discount which will expire prior to the next scheduled Board meeting.

5. A bill specified by a supplier as "Past Due" and it is confirmed by an appropriate Chief Officer or board liaison that the goods or services were "received in good condition" and the Treasurer has no proof of prior payment by the Squad.

All payments made under this exception must be reported, in writing, by the Treasurer at the next Board of Directors meeting. The Treasurer can present for payment approval bills of concern, at any regular Board of Directors' meeting.

HUNTINGTON COMMUNITY FIRST AID SQUAD
PURCHASING MANUAL
PURCHASE AUTHORIZATION LIMITS (see note #2)

ACCOUNT CATEGORY	ACCOUNT NAME		OPERATIONAL OFFICER* OR CHAIRPERSON	PURCHASE LIMIT (per item)	OTHER
ADMINISTRATIVE	Forms	Re-Print	Chief Dispatcher	Up to $500	Note 4
	New/Revised		N/A	---	Board of Directors
	Stationery	Re-Print	Chief Dispatcher	Up to $250	Note 4
	New/Revised		N/A	---	Board of Directors
	Office Supplies		Chief Dispatcher	Up to $250	Also See Note 3
	Office Equipment Repairs		Chief Dispatcher	Up to $500	Note 6
	Computer Parts and Supplies Software and Hardware		Chairperson	Up to $500	Also See Note 3
	Outside Organization Dues		N/A	---	Board of Directors
	Professional Fees		N/A	---	Board of Directors
	Postage		Treasurer	Up to $100	Board of Directors
	Auto Mileage Reimbursement		Treasurer	Up to $100	Board of Directors
	New Equipment Purchase		N/A	---	Board of Directors
	Computer Hardware & Software		Chairperson	Up to $150	

ACCOUNT CATEGORY	ACCOUNT NAME	OPERATIONAL OFFICER* OR CHAIRPERSON	PURCHASE LIMIT (per item)	OTHER
BUILDING	Maintenance Contracts	Third Deputy Chief	---	Note 5
	Building Supplies	Third Deputy Chief	Up to $250	Also See Note 3
	Equipment/Building Repairs	Third Deputy Chief	Up to $1000	Note 6
	Maintenance, Grounds	Third Deputy Chief	---	Note 5
	Paper Goods	Third Deputy Chief	Up to $400	Also See Note 3
	Kitchen Supplies	Chairperson	Up to $150	
	Building Improvements	N/A	---	Board of Directors
	New Equipment Purchases	N/A	---	Board of Directors
EMS SUPPLIES & EQUIPMENT	BLS Supplies	Second Deputy Chief	Up to $1000	Also See Note 3
	BLS Equipment Repairs	Second Deputy Chief	Up to $250	Note 6
	Oxygen	Second Deputy Chief	Up to $200	Also See Note 3
	Oxygen Equipment Repairs	Second Deputy Chief	Up to $250	Note 6
	ALS Equipment Repairs	Second Deputy Chief	Up to $250	Note 6
	Maintenance Contracts	Second Deputy Chief	---	Note 5
	ALS Supplies	Second Deputy Chief	Up to $1000	Also See Note 3
	BLS Equipment, New Purchase	N/A	---	Board of Directors
	Oxygen Equipment Purchase	N/A	---	Board of Directors
	ALS Equipment Purchase	N/A	---	Board of Directors

ACCOUNT CATEGORY	ACCOUNT NAME	OPERATIONAL OFFICER* OR CHAIRPERSON	PURCHASE LIMIT (per item)	OTHER
VEHICLES	Repairs	Third Deputy Chief	Up to $1500	Also See Notes 1 and 6
	Preventive Maintenance	Third Deputy Chief	---	Note 5
	Parts and Oil	Third Deputy Chief	Up to $250	Also See Note 3
	Fuel - Gas	N/A	---	Board of Directors
	Tires	Third Deputy Chief	Up to $250	Also See Note 1
	Emergency Road Service	Third Deputy Chief	---	---
	New Vehicle Purchase	N/A	---	Board of Directors
	New Equipment Purchase	N/A	---	Board of Directors
COMMUNICATIONS	Radio, Telephone and Console Repairs	Chief Dispatcher	Up to $500	Also See Note 6
	Equipment, new	Chief Dispatcher	Up to $250	Also See Note 6
UTILITIES	Fuel - Oil	N/A	---	Board of Directors
	All Others	N/A	---	Board of Directors

ACCOUNT CATEGORY	ACCOUNT NAME	OPERATIONAL OFFICER* OR CHAIRPERSON	PURCHASE LIMIT (per item)	OTHER
TRAINING	Supplies	Second Deputy Chief	Up to $250	Also See Note 3
	Courses and Seminars	Second Deputy Chief	Up to $100	See #10 Page 4
	Training Courses	Second Deputy Chief	---	See #10 Page 4
	Repair of Training Equipment	Second Deputy Chief	Up to $250	Note 6
	New Equipment Purchase	N/A	---	Board of Directors
	Course Refreshments	Chief	Up to $150	
	GMM refreshments	Social Chairperson	Up to $750	
PUBLIC RELATIONS	All Accounts	N/A	---	Board of Directors
INSURANCE	All purchases	N/A	---	Board of Directors
	Property Claims	Up to $750		Board of Directors
FUND DRIVE	All Accounts	N/A	---	Board of Directors
PERSONNEL	Good & Welfare	Chairperson	Policy	Board of Directors
	Medical Physicals	Chairperson	Up to $500	
	Standbys	Chiarperson	Up to $250	

ACCOUNT CATEGORY	ACCOUNT NAME	OPERATIONAL OFFICER* OR CHAIRPERSON	PURCHASE LIMIT (per item)	OTHER
SERVICES	Uniforms & Badges	Chairperson	Up to $1000	See Note 3
	Vending Machines	Chairperson	Up to $150	See Note 3
	Coffee Supplies	Chairperson	Up to $500	See Note 3
	Ready Room Refreshments	Social Chairperson	$500	Board of Directors
	Emergency Service Organization Refreshments			Board of Directors
	Social Function - Squad	N/A	---	Board of Directors
	Social Function - Other	N/A	---	Board of Directors
	New Equipment Purchase	N/A	---	Board of Directors
	Equipment Repairs	Third Deputy Chief	Up to $250	Note 6
Other	Various expenses	President	Up to $250	See Note 9
		Chief	Up to $250	See Note 9
Post 215	Uniforms and Badges	Chief Advisor	Up to $250	

* Authority is granted to the Operational Officer. The Officer can delegate authority but must inform the Treasurer, in writing, of the delegated person.

** The Board of Directors retains the right to change purchase authorization. All purchase categories not specifically delegated to an Operational Officer and listed herein must be approved by the Board of Directors.

*** The original warranty on any new equipment, furniture or improvement must be given to the Secretary and a copy given to the Treasurer when the invoice is submitted for payment. See Section I, item 16.

Note 1: If delay waiting for Board of Directors' approval will affect ability to provide effective EMS services, then Operational Officer can exceed purchase limit with written approval of the Chief. Operational Officer or Chief approving exception must report all details to the Board at the next scheduled Board meeting.

Note 2: Orders exceeding specified purchase limit must have Board approval prior to placing order with vendor.

Note 3: Purchase of (1) items not previously in inventory, (2) increased quantity of an inventory item above previous maximum inventory levels, or (3) purchase of an item with a price increase greater than 5% above the last purchase price, requires Board approval. “Supplies” also includes replacement of small equipment items.

Note 4: Purchase of an increased quantity of an inventory item above previous maximum inventory levels requires Board approval.

Note 5: Submission to the Board of Directors of an annual plan and cost is required.

Note 6: If a warranty or extended warranty exists, all attempts should be made to have the repair done pursuant to the warranty. Repairs which exceed 50% of replacement cost require Board of Director approval.

Note 7: Credit card charges (Staples, vehicle fuel) purchases must be tabulated on PO by authorized person before submission to the Treasurer.

Note 8: Repair must be performed at a Squad approved vendor and be coordinated with insurance committee chairperson.

Note 9: Maximum amount that can be expended between BOD meetings which promotes the prosperity, welfare and increases the usefulness of the Squad. Details must be reported at BOD meeting following expenditure.

SAMPLE PURCHASE ORDER

Open if different than PO Form currently in use

PURCHASE APPROVAL REQUEST FORM
(HCFAS form # 126)

HCFAS REQUEST FOR PURCHASE APPROVAL

Requested by: ________________ Signature:______________________Date:______

****

Item:____

I have received bids from the following three companies and bid sheet is attached:

Vendor Name Bid date Total cost

1- ____

2- ____

3- ____

Recommendation that order be placed with vendor __________________ WHY?_________.
Installation cost is included in bid (Y or N)____ if no it is estimated to be $_______.
Shipping cost is included in bid (Y or N)____ if no it is estimated at $_____________.
Estimated delivery time from order date___________.
Compatible with existing equipment? Yes No Was it tested? Yes No
Warranty (Y or N)______, if yes what is the time period_______________.
Parts _____ Labor _______
Will service contract be required after the warranty expiration Yes No
If yes, who will provide this? ________ Estimated Annual Cost _________
Does this replace existing equipment?_________
If yes, what is the disposition of the old equipment. _______
If to be sold, who is responsible for the sale. _____________
Will training of personal be required? If so who has been notified of this?__________
State, County or Town contract number and expiration date: ________________

****

APPROVALS:
1- Committee Chairman:
Name:_____________________ Signature:________________ Date:________

2-Chief Officer or Board Liaison:
Name:_____________________ Signature:________________ Date:_________

3-PRESIDENT: This proposal was approved by the Board of Directors on _______

Name:__________________ Signature:_____________________Date:______

HCFAS form #126

HUNTINGTON COMMUMITY FIRST AID SQUAD BID FORM

(1)Notations should be made regarding details that differentiate bids in areas other then price such as

VENDOR Name/address/telephone/contact person	**QTY.**	**UNIT $**	**TOTAL**	**NOTES(1)**

discounts, limited time frames or order restrictions. Additionally, if the purchase request is not based on low bid specify reason(s).

HCFAS FORM #125

COURSE REIMBURSMENT REQUEST CERTIFICATION
(HCFAS form # ?????/)

Form should be wording approved by attorney.

I certify to the best of my knowledge and belief that the course / seminar reimbursement request (request) submitted to the Huntington Community First Aid Squad (HCFAS) for _________course reimbursement is true and correct. I also certify that no other party(s) has reimbursed me or will reimburse me in whole or in part for any items detailed on the request.

I acknowledge that HCFAS reimbursement is last dollar reimbursement. I further acknowledge that monies received or to be received from other sources including forgivable loan agreements etc. must be deducted prior to requesting HCFAS reimbursement and I agree that if I receive reimbursement in whole or in part from any other source after HCFAS has begun to reimburse me, I will notify HCFAS, share that reimbursement with HCFAS in proportion to the reimbursement that HCFAS has given me and reduce, pro rata, my reimbursement going forward.

I affirm the foregoing statements under penalty of perjury.

Date ___________ Signed ____ # ________

ACKNOWLEGEMENT OF SQUAD REIMBURSEMENT

On Member's Letterhead

Date

To Whom It May Concern:

This letter is to certify that I received payment of $ ________ from Huntington Community First Aid Squad, Inc. (HCFAS) as partial tuition reimbursement for an original EMT - _________ program that I successfully completed in _________ at ___________________. I understand HCFAS will be requesting a reimbursement of this $ _________ from the NYSDOH Bureau of EMS.

Sincerely,

Member's Name & Signature

HCFAS Form # _____ 00/00/00

Member name:__________________________

Member #: ______

I certify to the best of my knowledge and belief that the course/seminar reimbursement request submitted to the Huntington Community First Aid Squad is true and correct. I also certify that no other party(s) has reimbursed me or will reimburse me in whole or in part for any items detailed on the attached reimbursement request.

I acknowledge that HCFAS reimbursement is last dollar reimbursement. I further acknowledge that in the event any monies are received from other sources including forgivable loan agreements they must be immediately refunded to HCFAS up to the amount I have been paid.