

Washington Township Fire District #1

Fire Chief Spending Policy

1. Purchases may only be made by a Washington Township Fire District #1 Approved Vendor. A list of approved vendor's is attached to this document.
2. Expenditures up to \$500.00 are allowed at the chief's discretion from his/her approved budget without prior approval from the Washington Township Fire District #1.
3. Expenditures from 501.00 up to \$3,500.00 require a quote and approval of the Treasurer of the Washington Township Fire District #1. The Treasurer will issue a standard Purchase Order made out to the approved vendor to cover the expenditure.
4. Expenditures from \$3,501.00 to \$7,500.00 require a quote and approval of the Treasurer and Chairman of the Washington Township Fire District #1. The Treasurer will issue a standard purchase order within 5 business days of approval made out to the approved vendor to cover the expenditure. The purchase order must have the signatures of the approving board members.
5. Expenditures over \$7,500.00 require three quotes from approved vendors and must be approved at a regular Board of Fire Commissioners meeting. Meetings are held the second Wednesday of every month at 8:00pm at the Brass Castle Fire House. After the approval within 5 days the Treasurer will issue a standard purchase order made out to the approved vendor to cover the expenditure. The purchase order must have the signatures of the approving board members.

To be an Approved Vendor--The vendor must be licensed to do business in the State of New Jersey and must have a Business Registration Certificate on file at the office of the Washington Township Fire District #1.

Prior to Purchase--The vendor must submit a State of New Jersey Business Registration Certificate to the Washington Township Fire District #1 to be considered for payment.

Prior to Providing Service--The vendor and/or service provider must be licensed to do business in the State of New Jersey and must submit a State of New Jersey Business Registration Certificate. Additionally, service providers must submit a Certificate of Liability Insurance to be considered for payment.