

CARS Purchasing Policy

1. Purchase Authorizations

When the BOD approves the annual budget, it will also approve a list of Squad officers responsible for overseeing each budget code. All purchases to be charged to a budget code must be authorized in advance, either verbally or electronically, by the person responsible for that budget code, or by a designee.

When approving the budget, the BOD will also approve authorization limits for each budget code. These limits will vary from code to code depending on operational needs. Purchases that exceed an authorization limit must be approved in advance, either verbally or electronically, by the Vice President. In the event the Vice President is not immediately available or cannot be contacted in a timely fashion, any member of the Executive Committee may provide the required approval.

Note that Purchase Orders are no longer required.

2. Competitive Bids

A minimum of two competitive bids is required for all purchases that exceed the authorization limit specified by the BOD for each budget code (see "Purchase Authorizations"). Exceptions to this requirement will be allowed as follows:

- In case of an emergency, the competitive bid requirement may be waived if authorized in advance by majority vote of the Executive Committee. An emergency is defined as something that, if allowed to persist, will adversely impact the Squad's ability to (a) function efficiently or (b) meet the needs of our constituents in a timely fashion.
- Sole source procurements may be made in the absence of competitive bids in the event that making them will provide for more timely or higher quality goods or services, or if dealing with a sole source supplier is our only practical option. All such purchases must be authorized in advance by majority vote of the Executive Committee.

Executive Committee approval may be provided verbally, by e-mail, or by text message. Each approval and the means by which it was obtained should be documented by the purchaser in a follow up e-mail to the Executive Committee.

3. Purchases Made by Individual Members

Whenever possible, personal funds or personal credit cards are to be used to pay for purchases that will not be invoiced directly to CARS. If this is not practical for the purchaser, two additional options are available:

- One of the Squad credit cards may be used. A “Documentation of Purchases Made on Squad Credit Card” form is to be completed and a receipt for the purchase must be attached to the form (see “Purchases on Squad Credit Cards”, paragraph 4 for details).
- An advance covering the purchase may be obtained from the Treasurer. When an advance is requested, the vendor and approximate purchase date and amount must be provided, along with the name of the member approving the acquisition. Once the purchase has been completed, the final amount paid should be documented on a “Personal Funds Reimbursement Request” form as described below. The final amount paid and any amount due to/from CARS should be identified on the form.

Reimbursement requests for all purchases made using personal funds or personal credit cards are to be made on a “Personal Funds Reimbursement Request” (PFRR) form. **Receipts for payment must accompany this form or reimbursement will not be allowed. Completed forms should be submitted to the Treasurer within 60 days of the transaction date or reimbursement may not, and probably will not, be made.** CARS will reimburse the purchaser within 10 calendar days of submittal of properly completed documentation.

All purchases must be verbally or electronically approved in advance by the person responsible for the budget code used for the purchase, or by a designee (see item 1 “Purchase Authorizations”). The name of the person providing the authorization should be included on the PFRR.

4. Purchases on Squad Credit Cards

CARS will provide squad credit cards for the Chief, Deputy Chief for Operation, House Committee Chair and Treasurer. These cards are to be used primarily for emergency purchases. The cards and their numbers/security codes will not be provided to other members of the organization for the purpose of making purchases on CARS behalf. Instead, all purchases will be executed by the card holder. A “Documentation of Purchases Made on Squad Credit Card” form will be completed for each purchase and receipts detailing the purchase will be attached to the form. If forms/receipts are not provided to the Treasurer in a timely manner, the Treasurer will ask the Board of Directors to authorize cancellation of the card of the holder(s) involved.

5. Sales Tax Avoidance

When making purchases using personal funds, members will attempt to have sales taxes deducted from the amount due, using a copy of our sales and use tax exemption certificate as justification. Copies of our certificate will be maintained on our "Downloads" internet link as well as in one of the bins in the mail room. A note has been added to our "Personal Funds Reimbursement Request" form reminding users of the form that they should not be paying sales tax on anything they purchase for the squad.

When an invoice sent to CARS includes sales and use tax, the tax will be deducted from the amount due when making payment. An explanatory form letter and copy of our exemption certificate will be sent to the organization invoicing us along with our payment.

6. Gasoline Purchases

Whenever possible, gasoline purchases are to be made at the Southern States terminal on Harris Street using the gasoline card provided in each vehicle. These cards require entry of a PIN code, unit number and mileage before allowing gasoline to be dispensed. The PIN number will not be written on the card but will instead be stored in an inconspicuous location in each vehicle to facilitate card use by multiple Squad members. The Southern States card system is not sophisticated enough to lock the card out if incorrect entries are made, but all information entered will be shown on the statement we receive each month. This will enable us to identify suspicious entries and investigate as appropriate.

7. Training Reimbursement

Training Fund Reimbursement Requests are to be submitted to the Training Officer on a "Request for Training Funds" form. Such requests will be reviewed by the Training Officer and passed on to the Secretary, who in turn will take them to the Board of Directors for approval. Reimbursements approved by the Board of Directors will be paid only if proof of payment documentation is included with the reimbursement form. Acceptable documentation includes a copy of a cancelled check, a credit card statement, or a payment receipt. An invoice stamped "Paid" by the training organization is also acceptable. This documentation should be included with all reimbursement requests even if it has been provided previously (e.g. on both the "First Half" and "Second Half" reimbursement forms for EMT-E and EMT-I courses). Requests for training reimbursement should be made within 60 days of completion of training or, in the case of EMT-E and EMT-I training, within 60 days of becoming eligible for reimbursement as specified by CRAT. Reimbursement may not, and probably will not, be provided if this 60 day requirement is not met.

8. Meal Allowance

Meal allowances will be provided to each crew based on the number of people listed on the shift status report issued at approximately 10:00 and 22:00 each day.

Reimbursement will be at \$6 per person per shift for everyone listed on the report who is staffing a vehicle or working in the building and who eats with the shift.

Reimbursement will be made for:

- All CARS members
- All observers
- All ride-along program participants
- All visitors

Meal allowance checks will be issued at the beginning of each month for the prior month's cumulative head count. Individual crew captains or their designees will manage meal allowance funds for their shift. Purchases do not need to be documented but when funds are exhausted, no additional payments will be provided. All funds are to be spent exclusively for crew food.

Reimbursements will not include funds for shifts that coincide with business meetings. Food will be provided separately for all on-duty crew members during those meetings.

Saturday 24 hour shifts will be reimbursed using the two shift status reports issued for that day.

Unused crew meal money in excess of \$500 will be returned to the Treasurer at the end of each month.

Berkmar Food Stipend – Members residing at Berkmar who fulfill their staffing obligations will be provided a \$50 food stipend each month. This stipend is to be used exclusively for food purchases and will be reduced on a prorated basis for partial month residence.