



# Pinion Pine Fire District

## Standard Operating Procedure

<b>Policy Title:</b>	<b>Purchasing   Procurement</b>	<b>Created:</b>	<b>November 2015</b>
<b>Policy Number:</b>	<b>140.10</b>	<b>Revised:</b>	
<b>Section:</b>	<b>Admin</b>		

**Purpose:** *Outline the Fire District's purchasing procurement policy*

**Scope:** *Administrative / Purchasing Personnel*

The fire district shall use a three quote process when available for the purchase of equipment "capital", with preference to an in district business if the quote is within reason of the other quotes. In lieu of multiple quotes, the fire district is a member with the Arizona State Procurement Office - Co-op. This allows the fire district to follow the Arizona State Procurement policy. Final approval may be needed from the Fire District Board of Directors, this will be provided by the Fire Chief.