

Santa Clara FireSafe Council

Purchasing Policy and Procedures

Policy

1. All SCFSC purchases must follow the applicable SCFSC Accounting Policies and Procedures.
2. All SCFSC purchases must be identified by grant (or other source of funding) using the Chart of Accounts in the SCFSC Accounting Policies and Procedures. No purchases may be made unless SCFSC has received the funds for the purchase.
3. All SCFSC purchases must be approved at an SCFSC meeting or by a majority of the SCFSC Officers and Directors before the purchase is made.
4. Since the SCFSC does not have any employees, facilities, equipment, property or indirect expenses, no SCFSC purchases are authorized for employee benefits, rent, equipment, property or indirect expenses. All administrative purchases must be directly related to and funded by grants or other sources of funding.
5. SCFSC supports free and open competition for all purchases. At least two quotes or bids must be obtained for all purchases over \$500 unless approved at an SCFSC meeting or by a majority of the SCFSC Officers and Directors before the purchase is made (e.g., for printing where previous quotes are available and/or the vendor can offer lower prices because plates or films can be reused).
6. All purchases must follow the restrictions and requirements of the individual grant agreements as outlined in the SCFSC Accounting Policies and Procedures.
7. The SCFSC Treasurer and Grant Coordinator(s) are responsible for maintaining the SCFSC purchasing records and supporting documentation. Documentation of the process for purchases, and bids and quotes, must be maintained for three years after the grant has been completed.

Procedures

1. The SCFSC Treasurer and Grant Coordinator(s) are responsible for implementing the procedures necessary to implement the policy above.
2. Documented telephonic, e-mail or other electronic forms of communication for approvals are acceptable.