

**LOWER MACUNGIE FIRE DEPARTMENT  
PURCHASING AND FINANCIAL PRACTICES POLICY**

All approved purchases shall be completed using Department purchase orders.

The President shall sign all purchase orders that administratively affect the Department, and the Chief shall sign all purchase orders that operationally affect the Department.

The President and the Chief each have the authority to approve any purchases totaling \$1,000 per month.

The Building Maintenance Coordinators have the authority to approve any purchases totaling \$500 per month for building maintenance and repair.

The Chief Engineer has the authority to authorize expenditure of up to \$1,000 for apparatus maintenance.

Approved On: 10/29/2014