



**MESCAL J-6
FIRE DISTRICT**

**STANDARD OPERATING
POLICY # 099**

Pre-Authorized Spending Limits

I. PURPOSE

The purpose of this policy is to facilitate effective and timely fire department operations by establishing spending limits for District command staff and, in an emergency, other District personnel.

II. SCOPE

This policy applies to all operational members of the Mescal-J6 Fire District.

III. POLICY

The following spending limits are pre-authorized by the MJFD Governing Board:

- a. Fire Chief- \$3,000.00
- b. Office Manager \$1000.00
- c. Captain- \$1,000.00
- d. Firefighters- \$100.00, with the prior permission of an officer.

IV. PROCEDURES

1. "Splitting" a vendor invoice, or initiating multiple payments for a purchase, in order to of circumvent an established spending limit, is expressly forbidden. Violations of this rule shall result in disciplinary action, up to and including termination, for an offender.
2. In the event of an emergency and no officer is available, firefighters are authorized to spend up to \$100.00, providing the firefighter submits written justification to his immediate supervisor at the next available opportunity.

Approved by the Mescal-J6 Fire District Governing Board on June 29th, 2020. Replaces June 27, 2020