



SUBJECT: DEPARTMENT EXPENDITURES

POLICY: All department expenditures shall comply with applicable Washington State and Federal regulations. Transactions shall also be duly authorized by the appropriate Administrator or Chief Officer with budgetary responsibility and processed in accordance with established department procedures. The Department shall strive to procure all goods and services through the use of appropriate contracts and terms and conditions that protect both buyer and seller. Acquisitions shall be conducted on an open and competitive basis and without favoritism in order to obtain the maximum value per expenditure. Interested suppliers shall receive fair and impartial consideration. All business relationships shall be conducted at arms-length.

PURPOSE: To ensure all charges to be paid for by Clark County Fire & Rescue are properly authorized and meet all known regulatory requirements, while implementing a method to accurately track the purchase, receipt, and payment of goods and services provided by department vendors.

REFERENCE: Purchasing SOG 514.10.01
Education, Travel, & Tuition SOG & Form 514.44.01
Credit Card SOG 514.10.02
RCW 52.14 Commissioners (110, 120, 130)
RCW Chapter 39.04 Public Works
RCW 43.19.1911 through 43.19.1939

SCOPE: All department personnel.

PROCEDURE: Department expenditures shall follow established department purchasing procedures and applicable State and Federal laws.

Only Administrative Chiefs or Administrators shall have the authority to approve expenses or further encumber the District within the constraints of the adopted budget. The Board of Commissioners has final authority to review and determine the appropriateness of all department expenditures.