

## PURCHASE REQUISITION PROCESS

The purchase requisition is the official Cumru Township Fire Department document used to initiate a purchase with all vendors. The purchase requisition is **NOT** to be used as a purchase order.

All purchase requisitions must be processed through the appropriate channels before being assigned a purchase order number.

### PURCHASE ORDER THRESHOLDS

It is the Township's policy to procure supplies and services on an informal basis addressing competition at certain dollar limits as follows:

1. **\$0.00 - \$49.99:** No Purchase Order needed. Purchases can be made using Petty Cash or direct billing from the vendor.
2. **\$50.00 - \$1,000.00:** Purchase Order is required. Fill-out the Purchase Requisition form.
3. **\$1,001.00 - \$4,000.00:** Purchase Order is required. Fill-out the Purchase Requisition form. In addition, three (3) verbal quotations on the item must first be obtained before executing the purchase.
4. **\$4,001.00 - \$10,000.00:** Purchase Order is required. Fill-out the Purchase Requisition form. In addition, a minimum of three written quotations on the item must first be obtained before executing the purchase. Copies of the written quotes shall accompany the Purchase Requisition.
5. **\$10,001.00:** Any purchase equal to , or excess of , \$10,001.00 must be effected **ONLY** pursuant to the solicitation of sealed, written bids as set forth in the 1<sup>st</sup> Class Township Code, at Article XVIII, §1802. A Purchase Order will be required to effect the purchase after proceeding in accordance with the mandates of §1802.

### FILLING OUT THE PURCHASE REQUISITION

<b>Block #1</b>	Check which Station is generating the Purchase Requisition
<b>Block #2</b>	Date initiating the Purchase Requisition
<b>Block #3</b>	Name of individual generating Purchase Requisition.
<b>Block #4</b>	List the vendor who may be the source for this purchase.
<b>Block #5</b>	Provide a complete description including size, color, manufacturer, manufacturing part #, catalog number. (If you have a copy of the information, attach to this sheet.
<b>Block #6</b>	A price is required with each line item. If a price is not known, an estimate is required. Please follow the dollar limits for addition requirements.
<b>Block #7</b>	Indicate if this item was part of your budget.
<b>Block #8</b>	The account number must contain the three (3) digits sub-account number. Refer to your budget for the accounting information.

After the purchase requisition has been fill-in please submit to the Chief of Fire Services for review and approval.

The Chief of Fire Services will assign a Purchase Order number and return the Purchase Requisition to the originator.

The Originator will contact the Vendor to place the order. All invoices with an approve Purchase Order number shall be sent to:

**Cumru Township Fire Department  
1775 Welsh Road  
Mohnton, PA 19540**

Certain items do not need to follow these procedures. Items that are reoccurring bills do not need a purchase order number. I.e. Utility services, vehicle schedule maintenance, monthly, quarterly, yearly service bills.

**Suggested Vendors**

Office Service Company-Office Supplies  
Singer-Janitorial Supplies  
Lowe's  
Home Depot  
Sears  
Staples  
Berks Auto Parts (NAPA)

**Invoices under \$50.00 and reoccurring bills.**

These invoices need to be classified at the Station level by using the rubber stamp.

Approved: \_\_\_\_\_ (This is the dollar amount of the invoice)  
Date: \_\_\_\_\_ (Date of approval)  
Line #: \_\_\_\_\_ (Account information)  
By: \_\_\_\_\_ (Approver initials)