

	Lower Providence Emergency Medical Service Standard Operating Guidelines	
	Subject: <i>Member Guidelines:</i> Procurement Procedure	SOG #101-038
		Initiated: October 2020
Approved: Chief Christopher J. Reynolds	Revised: September 2023	

Description: This SOG outlines the process for purchase of goods and services for the organization.

Purpose: This SOG is an Organizational adjunct to the LPCCA Bylaws and procedures set forth by the Board of Directors and shall not supersede any procedure set forth by the Board.

Procedure:

1. All purchases require pre-approval from the Chief or Director.
 - a. The requesting purchaser shall submit all related quotes, contracts and supporting documents to the Chief or Director for authorization.
2. Purchases more than \$500 require the approval of the Board of Directors.
3. All purchases will follow the LPCCA Bylaws & BOD Procedures.
4. Unless otherwise authorized, approved procurement requests will be facilitated and processed through the proper Committee Chair.
5. Packing slips, receipts, invoices, and other proof of purchase must be remitted to the Director once approved items are received.
 - a. electronic invoices shall be requested whenever possible.
 - b. invoices shall be sent or forwarded to Invoices@Medic322.com

Exceptions

1. Standing authorized medical supplies
 - a. These purchases should be re-quoted by at least 2 vendors every other year.
2. Standing authorized vehicle repairs/maintenance
3. Standing authorized equipment repairs/maintenance
4. Standing authorized office supplies
5. Standing authorized uniform order/replacement
6. Emergency procurements
 - a. Emergency procurement may be authorized by the Chief if less than \$500.
 - b. Emergency procurements more than \$501 require Chief and Director approval.
 - i. Chief and/or Director will receive BOD approval prior to authorization.