



# Jackson Hole Fire/EMS Operations Manual

Approved by: \_\_\_\_\_

*M. Moyer*

Mike Moyer, Fire Chief

Title: Purchasing Protocols

Division: 4

Article: 5

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**PURPOSE** – The purpose of this protocol is to establish proper purchasing procedures and guidelines to ensure accurate bookkeeping, payment and inventory control for Jackson Hole Fire/EMS (JH Fire/EMS) property and supplies. For any purchases over \$7,500 please refer to Teton County's Procurement Policy located in the Teton County Policies Manual & Handbook.

## SECTION I – PROCEDURE

Purchases should be anticipated when possible and approved in the annual budgeting process. Budget Worksheets will be filled out annually in January by each Station/Division and returned to Station/Division Leadership with approval. The Teton County Fiscal Year starts on July 1, with Department budgets approved by the Board of County Commissioners on the first Tuesday in July. Approved purchases will be spread throughout the year to ensure that JH Fire/EMS maintains an appropriate fund balance.

A JH Fire/EMS Purchase Order will be completed with every purchase request on the attached Purchase Order form. The exception will be for station operational purchases under \$200 through vendors that JH Fire/EMS has an account with locally. Station operation vendors include Ace Hardware, Wilson Hardware, NAPA and High Country Linen. All receipts must be returned to the Procurement Clerk, JH Fire/EMS Administrative Assistant, with Station and purchaser information on the receipt.

For a list of vendors and approved items (i.e. fire equipment, wildfire supplies, etc.) see the Procurement Clerk. The Purchase Order must be signed by a Station Captain and submitted to the Procurement Clerk. The following Chief Officers are responsible for review and Purchase Order Approval:

- Capital Expenditures – Fire Chief
- Operational Supplies – Deputy Fire Chief
- Prevention (Fire and Electrical) Expenditures – Fire Marshal

Once the Purchase Order has been approved, the Procurement Clerk will complete the order. Purchase Orders not approved will be returned to the requesting individual with a copy kept on file in the Jackson Hole Fire/EMS Administration Office.

Uniform items will be purchased per the JH Fire/EMS 5-6 Uniform Policy.

A backstock of PPE will be maintained in the JH Fire/EMS Administrative building. Access to the gear room will be strictly maintained. Captains and Chief Officers will be responsible for verifying the need for a PPE item, obtaining the PPE item and then ensuring there is a backstock of the PPE item through the PPE Coordinator.

Medical supplies and medical equipment purchases will be completed through the Med Supply Coordinator and the EMS Equipment Coordinator respectively.

## **SECTION II – COMPLETING A PURCHASE ORDER FORM**

Use one Purchase Order form per vendor/supplier. If there are multiple suppliers, multiple purchase orders shall be used. All pertinent information necessary to place an order shall be detailed on the Purchase Order as follows:

- Vendor Name
- Station Captain/Supervisor Signature
- Justification of Purchase
- Quantity, Item Number and Description

## **SECTION III – PLACING ORDERS**

### **General Purchases:**

- The Procurement Clerk will only place an order upon approval by the Chief Officer listed in Section I. A purchase order number will be created and the order made.

## **SECTION IV – RECEIVING PURCHASES**

### **General Purchases:**

- The Procurement Clerk will receive shipped items and review them against the packing list and purchase order. The items will be placed in shipping and receiving for pickup.
- Station leadership will be sent an email that an order is waiting for pickup in shipping and receiving.
- All completed orders will be signed for upon receipt.

## **SECTION V – COMPLETED PURCHASES**

Once orders are complete, packing lists will be filed and attached to vouchers at time of invoicing. All completed purchase orders will be filed in the completed purchase order binder.

For purchased items over \$5,000, the Purchasing Clerk will include the item in the JH Fire/EMS Inventory.



# Purchase Order Form

Jackson Hole Fire/EMS  
P.O. Box 901  
40 E. Pearl Ave.  
Jackson WY 83001  
Phone: (307) 733-4732  
Fax: (307) 739-9856

Vendor Name: \_\_\_\_\_

Date: \_\_\_\_\_

Email/Phone/Fax Number: \_\_\_\_\_

PO #: \_\_\_\_\_

Account Number (if applicable): \_\_\_\_\_

**STATION LEADERSHIP SIGNATURE (REQUIRED):** \_\_\_\_\_

**REQUESTED BY (NAME REQUIRED):** \_\_\_\_\_ **STATION:** \_\_\_\_\_

**JUSTIFICATION/EXPLANATION (WHY?) (REQUIRED):** \_\_\_\_\_

Qty	Item Number	Description	Price	Total
		TOTAL-----		

**Admin Office Use Only:**

Approved by Chief:    Yes     No     Chief Signature: \_\_\_\_\_

Approved Budget Item:    Yes     No     Budget Account: \_\_\_\_\_

Date Ordered: \_\_\_\_\_    Date Received: \_\_\_\_\_

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Received By: \_\_\_\_\_    Date Picked Up: \_\_\_\_\_