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Office of President Wally Poppe

PRESIDENTS OFFICE MEMORADUM #11-08

To: All Members
From: Wally Poppe, President
Date: April 22, 2011

Re: Use of Purchase Orders

Effective immediately Purchase Orders will be utilized for all purchases. When ever a purchase is done, a purchase order number will be assigned and given to the vendor, company, etc.

This includes any fire schools, preventive maintenance on apparatus and equipment, yearly inspections, etc. Preventive Maintenance on any station equipment, computers, kitchen and bar equipment, etc.

This boils down to if there is any type of money being spent, a purchase order will be filled out after the above mentioned motions are made and passed, first at the Directors Meeting, then the Company Meeting.

No purchases will be made without a purchase order! This was a topic of discussion at the last Directors Meeting and this will be the responsibility of the Chief and I to make sure this completed.

The Career Staff will be expected to assist with the Purchase Orders with the Engineering Department for all preventive maintenance (oil changes, tires, light bulb replacements, etc.).

Purchase Orders are available in the cabinet in the Line Officers Office and my Office. The Purchase Order log is on the following drive on the computers:

My Computer, public on 'dcfc-fs' (X:), then Purchase Order Information, the rest is self explanatory! If you need assistance, then let me know!

Any questions are to be directed to either the Chairman of the Board of Directors or the Presidents Office.