

## **Equipment Fund #18**

This fund receives revenue throughout the year from fire/medical call fees, grants and unused funds from the annual Operating Budget Fund #16.

### **Expenses may be any of the following:**

- Purchase of Equipment, Vehicles, Furniture, Other Approved Purchases
- Annual Planned Replacement of expiring bunker gear
- Full Sets of bunker gear when needed for new members
  - When only one item such as pants/coats/boots/gloves/helmets is needed, they are to be purchased out of the Operating Budget, item 16-00-5103

### **Procedure for Use of Funds**

1. All expenses can be planned and require prior approval from the Suburban Fire District and the Mayor.
  - a. Provide a written statement of the planned purchase and its intended use. Email is preferred, copying the Suburban Fire Board President, Suburban Fire Board Treasurer, Mayor, City Administrator and City Treasurer.
  - b. Provide an estimate of cost from the vendor. Purchases over \$10,000 must have TWO estimates when possible.
  - c. Requests must be made in writing and with sufficient time to get approvals by both Suburban Fire District and Mayor.
  - d. Orders must not be placed until approval is given.