

Donation Fund #17

This fund receives revenue throughout the year from fundraisers, donations, gifts and burn permits.

Expenses may be any of the following:

- Food and Meals
 - Meals for Spouses/Guests attending Annual Banquet
 - Food/snacks for training classes
 - Food/snacks for members during or after calls
- Clothing other than regular uniforms
 - Hoodies, extra t-shirts, caps, beanies
- Food, supplies, candy for fundraiser events and community outreach events
 - 4th of July Parade, Halloween Trick or Treat, Annual Open House, Santa Express
- Equipment directed to be purchased with Donation Funds

Procedure for Use of Funds

1. Food/snacks for training classes or during/after calls may be purchased with the Debit Card and do not require prior approval from Fire Department Membership, Suburban Fire District or Mayor.
2. All other expenses can be planned.
 - a. The Fire Department Membership must first vote and approve of any and all planned expenses.
 - b. Membership approved expenses require secondary approval from the Suburban Fire District and the Mayor.
 - c. 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.
 - d. Provide an estimate of cost from the vendor. Purchases over \$10,000 must have TWO estimates when possible.
 - e. Requests must be made in writing and with sufficient time to get approvals by both Suburban Fire District and Mayor.
 - f. Orders must not be placed until approval is given.