



Jackson Hole Fire/EMS Operations Manual

Approved by: _____

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Willy Watsabaugh, Chief

Title: Purchasing Protocols

Division: 4

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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 property and supplies. For any purchases over \$5,000 please refer to Teton County's Procurement Policy located in the Teton County Policies Manual & Handbook.

SECTION I: Procedure

A Jackson Hole Fire/EMS Purchase Order will be completed with every purchase request on the attached Purchase Order form. The Purchase Order must be signed by Station Leadership and submitted to the Administration Office for the Chief's review and approval. Once the Purchase Order has been approved, the acting 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.

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/Supervisor Signature
- Justification of Purchase
- Quantity, Item Number and Description

SECTION III: Placing Orders

A. General Purchases:

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

B. Controlled Substance (Narcotic) Purchases:

- The Procurement Clerk will only place an order upon approval by the Chief. A purchase order number will be created and the order made.
- A DEA form 222 will be filled out and signed by Dr. William Smith, Jackson Hole Fire/EMS Medical Director.
- Controlled Substance Purchases will be placed via U.S. mail.

SECTION IV: Receiving Purchases

A. 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.

B. Controlled Substance (Narcotic) Purchases:

- Administrative staff will sign for controlled substances and then maintain accountability of the unopened package, until it can be handed over to the on-duty medic crew or ALS certified officer. *(Note: Controlled Drug shipments are addressed to Dr. William Smith)*
- Administrative Staff will call the on-duty medic crew to inform them of the delivery of the controlled substance. In the event that the on-duty crew is unavailable, an ALS certified officer should be contacted, if available.
- The on-duty medic crew/ALS certified officer will receive the shipment and review it against the packing list and purchase order and then the controlled substance will be checked into the back-stock lock box and recorded on the controlled substance log form.
- The on-duty Medic crew/ALS certified officer will mark the controlled substance packing list "Received" and return it to Procurement Clerk for payment.

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.

