

TULLY FIRE DISTRICT

*1 Railroad Street
Tully, New York 13159*

DISTRICT POLICIES

Policy Number: 93-002

Department: Operations

Subject: Procurement

Date: April 12, 1993

Revised: May 7, 2009

Revised: February 15, 2012

In order for a bill to be paid by the Tully Joint Fire District, a voucher must be requested from the fire chief or one of the assistant chief's. Once he has approved same, the fire chief or assistant chief will provide the requestor with a voucher and the voucher must be properly completed by the supplier and mailed to the Tully Joint Fire District, 1 Railroad Street, Tully, New York 13159.

Once the voucher has been approved by the fire chief or assistant chief, he will initial same in the lower left hand corner of the voucher.

If this procedure is not followed, the bill will be the responsibility of the Tully Hose Company No. 1.

We would request a copy of this policy be posted in the firehouse and also published in the monthly newsletter.

This is necessary for auditing purposes and your cooperation will be appreciated.