



POLICY MANUAL
Purchasing Procedures
Request for a Check
Revised: 07-21-95

Code: 1 – 15 – 6

Book **Chapter** **Subject**

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6.0 Purpose: Establish Procedures for Requesting A Check.

6.02 Scope: All Fire Department Personnel.

6.03 **PROCEDURE**

Requests for a check for a purchase, a class registration, per diem, etc. should be the same as for any other purchase except that additional substantiating paperwork such as a class registration form, a book order form, etc. shall be submitted to Headquarters.

NOTE: Please note that checks are only cut once a week. The request must be in the office by Tuesday, the check can be processed and cut by Thursday of the same week.