

STATE PURPOSE / JUSTIFICATION OF PURCHASE

- ◆ Please note, this is not an option ... it is MANDATORY that the State purpose of each purchase be clearly identified.
- ◆ You must write a short statement on each invoice, not just on the Monthly Log. These justifications need to be clear and concise – **WHAT** is the item, **HOW** it is being used and **WHERE** it is being used, etc.

Examples:

Cleaning supplies for fire station maintenance

Rope rescue equipment for Santa Cruz County Fire emergency response

Tools for sharpening chainsaws used in training

- ◆ You can no longer use such statements as “materials for station projects” or “materials for training”. You will need to identify what the project is and how they’re being used.
- ◆ If you have purchased a tool, equipment or the like; you will also need to identify whether it is new or a replacement ... and **WHY** it had to be replaced.
- ◆ Subsistence purchases require the justification of a 24-hour facility, as well as the identification of the station by **NAME** (not number). If the subsistence is being purchased for an incident, the purchase will require the justification of a “going fire” and the incident name and number.

Examples:

Subsistence purchase to feed on-duty personnel at 24-hour facility – Belmont Station

Subsistence purchase to feed personnel assigned to “Going Fire”–XXX Fire –CACZU 001234

- ◆ If you purchase any item for a vehicle, the vehicle must be identified by the “X” number, license number or the radio number.

Examples:

Replaced broken workbox on U1732

Automotive parts to repair State vehicle 4X146

Replaced windshield #1092076