RESPONSIBILITIES:

▶ Responsible for maintaining accurate and complete records of purchases. Most purchases will be made at the District level; however, in emergency situations, it may be necessary for school sites to acquire certain items quickly.

▶ Coordinate vendor contracts not previously addressed by existing approved vendor lists.

▶ Coordinate with Supply/Procurement Unit on all matters involving the need to exceed established purchase order limits.

ACTIVATION STAGE:

▶ Follow the Activation/Demobilization Generic checklist.

▶ Check in with Finance/Administration Chief for situation/safety briefing.

▶ Put on position identifier, such as vest, if available.

▶ Locate and set up workspace.

▶ Check in with the Documentation Clerk to collect records and information, which relate to purchasing.

OPERATIONAL STAGE:

▶ Meet with Finance/Administration Chief to determine process for tracking purchases.

▶ Support Logistics in making any purchases, which have been approved by the Incident Commander.

▶ Establish and maintain position logs and other necessary files.

▶ Review the District’s emergency purchasing procedures.

▶ Prepare and sign contracts as needed; obtain agreement from the Finance/Administration Section Chief.

▶ Ensure that all contracts identify the scope of work and specific site locations.

▶ Negotiate rental rates not already established, or purchase price with vendors as required.

▶ Admonish vendors as necessary, regarding unethical business practices, such as inflating prices or rental rates for their merchandise or equipment during disasters.
Finalize all agreements and contracts, as required.
Complete final processing and send documents to budget and payroll for payment.
Verify costs data in the pre-established vendor contracts and/or agreements.
In coordination with the Logistics Team, ensure that the Purchasing Unit processes purchase orders and develops contracts in a timely manner.
Keep the Finance/Administration Section Chief informed of all significant issues involving the Purchasing Unit.

DEMOBILIZATION STAGE:

Follow the Activation/Demobilization Generic checklist.

Close out all logs.

Secure all documents and records and submit to section chief.

EQUIPMENT/SUPPLIES:

District identification badge, clearly visible
Job description clipboard
Paper, pens
Vest (employees wear green, volunteers/runners wear orange).