



**City of Riverside
Administrative Manual**

Effective Date: 07/2009
 Review Date: 07/2012
 Prepared by: City Mgr/Finance

Approved:

_____ Department
 City Manager

SUBJECT:

FEMA Emergency Purchasing Procedures

PURPOSE:

To establish procedures to enable the City-led Urban Search and Rescue (USAR) team to make emergency purchases during activations before a formal budget approval is made.

POLICY:

Each USAR team must have a cache of materials, equipment and supplies necessary to provide requested assistance. Federal Emergency Management Agency (FEMA) reimburses the USAR team for items consumed and purchased during an official FEMA activation. To avoid long lead acquisition time and increase the City's existing cache, emergency purchase orders are prepared and will be processed at the time of activation before formal Council approval.

PROCEDURE:

Responsibility	Action
Fire Department	1. Prepares emergency purchase orders for items that we do not have in our cache based on the FEMA equipment database.
	2. Obtains a written authorization for the emergency purchases from the FEMA Action Officer and processes the purchase orders at the time the USAR team is activated.
Finance Department	3. Prepares budget adjustments for the supplemental appropriation and corresponding estimated revenue of the emergency purchases.
City Manager	4. Approves the budget adjustments prepared by the City Manager/Finance Department.
Fire Department	5. Submits the budget adjustments to Council for a formal approval.