

# **PHOENIX FIRE DEPARTMENT**

## **VOLUME 1 – Operations Manual**

### **CORRESPONDENCE WITH MANAGEMENT AND BUDGET**

**MP106.03 11/08 – R**

#### **PURPOSE**

The purpose of this procedure is to establish guidelines for Fire Department correspondence to Management and Budget. The need for this procedure is twofold:

1. To assure that Fire Fiscal Management is informed of all budget issues.
2. To assure that all budget requests are submitted in the correct format with all necessary information and paperwork and addressed to the right person in Management and Budget.

#### **PROCEDURE**

Divisions will submit memos to the Fiscal Management Section explaining their budget requests. Fiscal Management will then review the request and prepare all necessary paperwork, including justification memo, costing information, budget adjustments, and accounting data. The Fire Administrative Services Officer will approve all budget adjustments and related requests. The request will then be forwarded to the appropriate individual at Management and Budget.

Requests to purchase unbudgeted capital outlay, items costing \$ 1,000 or more, must be submitted to the purchasing officer at Resource Management on a DSR, identifying funding sources. A justification memo must also be sent to Fire Fiscal Management along with a copy of the DSR. The purchasing officer will then submit the purchase requisition to Fire Fiscal Management. It will be attached to the other necessary paperwork and forwarded to the appropriate individual at Management and Budget.

Fiscal Management will notify the Division upon approval or denial of the request.