

## **AD-3 Department Purchases**

## **AD Manual**

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## **Purpose**

- **1)** All Toledo Fire and Rescue Operation purchases must be approved through the department's SAP system to ensure that the correct purchasing procedure is followed.
- **2)** Members paying for items of their own choosing, for use by the department in any capacity, <u>will not be reimbursed for their purchases</u> unless the Chief Financial Officer/ Executive Fire Administrator has granted prior approval.

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