



City of Arts & Innovation

City of Riverside Administrative Manual

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Policy Owner(s): Finance Department

Approved:

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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 in advance of formal budget review and approval.

SOURCE OF AUTHORITY: Purchasing Resolution Article Three

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 prior to formal budget review and approval.

PROCEDURE:

Responsibility	Action
Fire Department	<ol style="list-style-type: none"> 1. Prepares purchase requisition based on the FEMA equipment database for emergency purchase orders for items that are not in the City's cache. 2. Obtains a written authorization for the emergency purchases from the FEMA Action Officer and approves the purchase requisition at the time the USAR team is activated.
Purchasing	<ol style="list-style-type: none"> 3. Reviews purchase requisition for FEMA procurement compliance. 4. Issues purchase order.

PROCEDURE:

Responsibility	Action
Fire Department	5. If the purchase amount exceeds the available USAR budget, submits request for supplemental budget appropriation with offsetting revenue reimbursement to the City Council for a formal approval.
City Council	6. Approves supplemental budget request.
Finance Department Accounting Division	7. Following Council approval, records budget adjustments for the supplemental appropriation and corresponding estimated revenue of the emergency purchases.