

FINANCE/ADMINISTRATION SECTION: PURCHASING

TEAM MEMBERS	Salli Smith, Wanda Lehman
RESPONSIBILITIES:	This unit is responsible for maintaining accurate and complete records of purchases.
START-UP ACTIONS:	<ul style="list-style-type: none">▪ Check in with the Finance/Administration Section Chief for a situation briefing.▪ Put on a position identifier, such as a vest, if available.▪ Locate and set up work space.▪ Check in with the Documentation Clerk to collect records and information that relate to purchasing.
OPERATIONAL DUTIES:	<ul style="list-style-type: none">▪ Meet with the Finance/Administration Section Chief to determine the process for tracking purchases.▪ Support Logistics in making any purchases which have been approved by the Incident Commander.
CLOSING DOWN:	<ul style="list-style-type: none">▪ Close out all logs.▪ Secure all documents and records.
EQUIPMENT/ SUPPLIES:	<ul style="list-style-type: none">▪ Job description clipboard▪ LED Flashlight▪ NOAA Weather Radio▪ Paper, pens