

BURLINGTON TWP. FIRE DEPARTMENT
STANDARD OPERATING GUIDELINE #47

GIFT PURCHASE

Purpose: To implement a policy for gift giving purchases for different occasions within the fire service family, friends, and colleagues.

Scope: To manage gift giving purchases effectively and fairly for different occasions by the Burlington Township Fire Department Firefighter checking account.

1. This SOG is to be implemented by the Burlington Township Fire Department for use when a member of the department requests the purchase of a gift.
2. Any gift request from anyone other than a current Burlington Township Fire Department member will require a vote by the department members.
3. Any and all gifts, regardless of its contents, will require the department to vote by majority. A gift purchase will not exceed \$75.00. If a member requests an exception to the \$75.00 limit, an additional majority vote will be required.
4. All current and past members who meet the requirements to be added to the MSFA Fireman's Memorial Wall do not require a vote.
5. All gifts will be sent and signed from the department (Burlington Township Fire Department).

Enacted: 09/18/19

Revision: 03/13/23