

Joint Purchase Agreement

The information below is provided by the Pennsylvania Department of the Auditor General as a resource to support Volunteer Firefighter Relief Associations across the Commonwealth.

If the Volunteer Fire Relief Association (VFRA) contributes towards the purchase of a vehicle that is titled in the name of the affiliated fire company, or municipality, the VFRA should execute a joint purchase agreement that details the VFRA's proportional share of ownership.

A joint purchase agreement should also be executed if the VFRA joins with the affiliated fire company, or municipality and contributes toward the direct purchase (not a lease or loan) of authorized items of fire equipment/gear (i.e., air packs, thermal imager, turnout gear, etc.).

At a minimum, the joint purchase agreement should include the following:

- Full legal names of the parties to the agreement, including the VFRA's full address and county
- Date of the agreement
- Total purchase price of vehicle and/or equipment
- VFRA and affiliated fire company or municipal contribution amounts
- Description of item(s) purchased including VIN, or equipment/gear identifying numbers, detailed descriptions
- Date and vote count when VFRA membership approved the agreement, as stated in the VFRA minutes
- Prorated percentage of VFRA interest in the event of a sale, disposition, donation, or any other transfer of the vehicle/equipment/gear
- Description of specific party responsibility for maintenance/repair/insurance
- Assignment of ownership rights, if applicable.
- Signatures of at least two officers, from each of the joining agencies. For the VFRA one of the signators shall be the disbursing agent of the VFRA and such agreement shall be in compliance with the VFRA's bylaws.