

## 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, one of which shall be the disbursing agent of the VFRA in compliance with their bylaws, is necessary to form an enforceable contract