

2026 Incident Purchasing Guidelines

Guiding Principles: Leveraging incident procurement capacity

- Utilize stock on hand (at host unit(s) or cache items) first. If items are unavailable, the cache cannot meet the date/time needed, or if the incident is small and does not utilize the national cache system, purchases may be made of items not in Category 3 after securing required approval of items in Category 2.
- Assess needs based on anticipated incident duration, number of personnel, and appropriate order quantities.
- Provide basic first-aid items only; do not purchase designer or nonessential medications.

Categories based on Guiding Principles:

Category 1 – Items may be purchased when host unit(s) cannot provide them and/or cache or kit supplies are depleted or cannot meet the required delivery timeline. Purchases may be made to replace consumed quantities from cache or kits. Documentation on the resource order is not required for these quantity-based purchases.

Category 2 – Items require approval from the Incident Business Advisor or the Incident Agency Administrator (or delegated local official) prior to purchase. Category may be expanded by the host unit.

Category 3 – Items in this category are not authorized for purchase.

Category 1	Included Items and Approval Level
Cache items and restocking; items not Categories 2 or 3	Items necessary for incident operations and appropriate quantities may be ordered as needed; no approval needed unless restricted by host unit(s).
Category 2	Included Items and Approval Level
IT Supplies; other items as determined by host unit(s)	Audio Equipment, camera, speakers, keyboard, HUBs, mouse, webcam, routers, switches, phone accessories, light for recording. Host unit approval.
Unique or Specialty Items	As determined by the host agency or incident business advisor.
Category 3	Included Items — Not Authorized for Purchase
BAER	BAER Items – not utilizing suppression dollars. BAER process is to be followed through home unit.
Medical	COVID Testing Supplies
Medical	Ear Wax Remover
Medical	Glucose/Strips/Testing/ Insulin
Medical	Hand/Foot Warmers
Medical	Vitamins, Emergen-C, Zicam, Fiber- items not ever authorized to purchase
Medical	Personal care items such as: Toothpaste, Toothbrush, Mouthwash, Dental Floss/Wax, Shampoo, Conditioner, Soap, Deodorant
Medical	BP Cuff, AED, AED Pads, AED Batteries (purchased using preseason team funds)
Medical	Oral Gel
Medical	Clippers – Nail/Toe
Medical	Cold Sore Medication
Medical	Midol
Medical	Lotion, Bag Balm
Medical	Epsom Salt
Medical	Shears, Tweezers
Medical	Allergy medication (Benadryl or equivalent OK to purchase)
Medical	BioFreeze, Icy Hot, Bengay or equivalent