

BULLETIN

NO: 25-38
DATE: March 4, 2025
TO: All Personnel
FROM: Ted Moran, Deputy Fire Chief, Logistics Division
SUBJECT: New SDFD Stores Requisition Form

The current process for monthly supply ordering has become outdated, as it follows a past procedure that requires paper forms no longer needed. Currently, information from paper order forms must be manually entered into the City Stores system by Logistics staff, making the process inefficient.

Effective April 1, 2025, all paper Store Requisitions (PA-1434) can be discarded. Station supply orders will be submitted using the new SDFD Stores Requisition fillable PDF. To ensure accuracy and efficiency, only electronically completed PDF forms will be accepted. Handwritten copies, JPEG images, and any other formats will no longer be processed. Additionally, hard copies of monthly supply requests will no longer need to be sent via interoffice mail.

Station supply orders must be placed on the designated ordering day for the station's corresponding battalion. Orders should be submitted with enough stock to last the upcoming month. Single-increment item requests made outside of normal ordering days will not be fulfilled without approval from the respective battalion chief.

When completing the form, ensure all required fields are filled out before submission. Forms missing a captain's signature will be returned for correction. Submit completed forms as a single PDF document via email to SDFDEquipmentManager@sandiego.gov. For any questions or assistance, please contact the Equipment Center at 858-573-1351.

The new fillable PDF form is available on the department M: drive at:
M:\FORMS\Blank Forms\Miscellaneous Specialty Forms

Battalion Supply Order Assigned Days

- **Battalion 1** – 1st of the month
- **Battalion 2** – 4th of the month
- **Battalion 3** – 16th of the month
- **Battalion 4** – 8th of the month
- **Battalion 5** – 20th of the month
- **Battalion 6** – 12th of the month
- **Battalion 7** – 24th of the month

