

<b>PALM BEACH GARDENS POLICE DEPARTMENT</b>		
<b>PURCHASING PROCEDURES</b>		
<b>POLICY AND PROCEDURE 4.3.8.1</b>		
<b>Effective Date :</b> 08/12/94	<b>Accreditation Standards:</b> CALEA CFA	<b>Review Date:</b>

## **CONTENTS**

- 1. Purchase of Stock**
- 2. Purchase Requests**
- 3. Budgeted Funds**
- 4. Receiving Responsibilities**

**PURPOSE:** To identify procedures for the purchase of all police budgeted items requiring a city requisition.

**SCOPE:** This policy and procedure applies to all.

**REVIEW RESPONSIBILITY:** Department Quartermaster

**POLICY:** It is the policy of this department to adhere to the purchasing process established by provisions in the city ordinance and procedures set forth by the city finance department. All purchase requisitions will be made on the appropriate forms established by the city.

### **1. PURCHASE OF STOCK**

- a. All police department purchases shall be carried out in accordance with those guidelines set forth by the city finance department or written provisions set forth in city ordinance.
- b. The Quartermaster, unless directed by the Chief of Police, will update and provide or make available stock catalogs to all bureau or division commanders regarding materials and supplies currently warehoused as available stock or available through vendors.

### **2. PURCHASE REQUESTS (REQUISITIONS):**

- a. Purchase requests initiated by police employees must have the Chief of Police or his designee's approval.
- b. All purchase requests may be coordinated by the Quartermaster or the Chief of Police.
- c. Purchase order numbers/requisitions should be obtained/completed before initiating or receiving purchased goods/ services.
- d. Any item to be purchased that exceeds \$7500 requires the following:
  - i. Specifications for items requiring standardized purchases;
  - ii. Bidding procedures;
  - iii. Criteria for the selection of vendors and bidders;
  - iv. Emergency purchasing and/or rental of equipment; .
  - v. Requests for supplemental or emergency appropriation and fund transfer;
  - vi. All other provisions pertaining to purchases made by the city; and
  - vii. Must be approved by the City Manager via the Finance Director.

### **3. BUDGETED FUNDS:**

- a. It is the responsibility of the Chief of Police to approve the budgetary account from which payment will be made.

- b. If funds are not available in the assigned account, the request for a budget transfer shall be made and forwarded through the proper channel, unless otherwise directed by the Chief of Police.
- c. If funds are available, the requisition shall be approved by the Chief of Police or designee.
- d. Requisitions will be forwarded to city finance for processing.

**4. RECEIVING RESPONSIBILITIES:**

- a. Most shipments from vendors are delivered to the city and forwarded to the appropriate department. All shipments received should be appropriately inspected.
- b. Those receiving supplies/items shall note any overages, shortages, damages, defects or nonconformance prior to signing the receipt. If items are accepted, receipts will be forwarded to the Quartermaster or administrative secretary's office for processing by the finance department.
- c. Any such deficiencies shall be recorded on vendor or requisition receipt(s) and the items will be returned if employee so desires.
- d. The Quartermaster, whenever appropriate, shall review the shipping ticket or invoice, requisition and purchase order for any discrepancies.
- e. If the documentation is correct, the Quartermaster will forward all pertinent copies to the city finance department for disbursement of payment.

---

**INDEX AS:**

- PURCHASING PROCEDURES
- BUDGET FUNDS

**RESPONSIBILITY INDEX**

- CHIEF OF POLICE
- QUARTERMASTER
- POLICE FISCAL COORDINATOR
- CITY FINANCE DEPARTMENT

DRAFTED: 08-12-1994      FILED: 4.3.8.1.pdf

---

**APPROVED:**

---

**Stephen J. Stepp**  
Chief of Police

03/10/2003**Date**