

AUTHORIZATION FOR PURCHASES

<i>Effective Date:</i> April 15, 2013	<i>Directive Number:</i> 10-1-16	
<i>Special Instructions:</i>		
<i>Distribution:</i> All Sworn & Civilian Personnel	<i>Last Re-Evaluation Date:</i>	<i>Total Pages:</i> 1

I. PURPOSE

It is the purpose of this policy to establish guidelines for the request, purchase and acquisition of equipment.

II. POLICY

All requests and purchases for departmental equipment, uniforms, supplies, etc., will be made through requisitions only. Purchase Orders will be signed by the Chief of Police or his designee.

III. PROCEDURES

- A. All requests will be made in writing to the Chief of Police or his designee. The request will be reviewed. The decision to purchase will be based upon the need of the equipment and the budget and then authorized by the Chief of Police or his designee.
- B. Emergency purchases are to be approved by an officer with the rank of Sergeant or above and/or the Chief of Police.
- C. As soon as an emergency purchase has been made, a requisition form will be immediately completed.
- D. The departmental secretary is responsible for the preparation, documentation, and tracking of purchases. A record (spreadsheet) will be kept of all transactions. A monthly report will be provided to the Chief and/or the Lieutenant.
- E. Procedures set by the Finance Department that are in conflict with this directive will supersede this directive.

ORDERED and EXECUTED this 15th day of APRIL, 2013

Christopher Workman
Chief of Police