

Annapolis Police Department



GENERAL ORDER

Number: B.20
Issue Date: September 2002

TO: All Personnel

SUBJECT: Procedures for Acquiring Goods and Services/ Inventory of Fixed Assets

PURPOSE

The purpose of this General Order is to establish guidelines for the acquiring of goods and services and to establish procedures for inventory of fixed assets.

POLICY

It shall be the policy of the Annapolis Police Department to establish purchasing procedures which will facilitate the procurement of goods and services in compliance with the City of Annapolis Procedures and Procurement regulations. Additionally, procedures shall be established for the inventory of fixed assets as required by the City of Annapolis Finance Office Policies and Procedures Manual.

DEFINITIONS

1. **Capital Outlay** - Fixed assets which have a useful economic life of more than one year.
2. **Encumbrance** - A firm commitment for a future expenditure. An encumbrance “sets aside” a certain amount of money to be used to purchase a specific good or service.
3. **Purchase Request** - The instrument used to request that the Purchasing Clerk order or contract for specific goods and/or services.
4. **Petty Cash** - Used to expedite minor purchases of small, expendable items not carried by the Department. The fund will also reimburse members for local travel expenses, when deemed appropriate for the purpose of conducting official City business.

5. **Fixed Asset** - Tangible property having a significant value and a useful life extending beyond the year of acquisition; must be clearly and concisely identifiable, minimum acquisition cost of one thousand dollars (\$1000).

I. Procurement of Goods or Services

- A. Before any action is taken regarding the procurement of goods and/or services, the Purchasing Clerk in the Administrative Services Division must be contacted to determine if funds are budgeted. Once it is determined that funds are available, members and/or units shall work with the Administrative Services Division in the event research and/or testing of goods is necessary to determine their potential for acquisition.
- B. The City of Annapolis Central Purchasing Agent is responsible for the selection of vendors and bidders. Bidding procedures will be followed as outlined in the City of Annapolis Purchasing Manual Policies and Procedures Bidding Procedures.
- C. If any member does not follow this directive and/or the City of Annapolis Purchasing Manual Policies and Procedures the member will be liable for the purchase.

II. Purchase Request Procedures

- A. No member will enter into an agreement with any vendor for goods and/or services unless they have consent from the Commander of the Administrative Services Division or his/her designee. A member may be held personally liable for payment of goods and/or services should the purchase not have received prior approval.
- B. Before contacting the Administrative Services Division information such as brand name, model number, color, size, approximate cost, possible recommended vendor, and address is required. Providing this information to the Administrative Services Division does not mean you can order the item. Also be sure when contacting various vendors for information that they do not mistake your inquiry as an order. Do not request a sole source vendor unless that vendor is the only one who makes the item or the item is unique in some form. Sole source vendors have to be justified. Just because one item is preferred to another the item is not a valid reason for a sole source vendor. Pending approval of the Commander of the Administrative Services Division, the request will be forwarded to the Central Purchasing Agent.
- C. A Purchase Requisition Form or Administrative Report is required for all purchase requests. The purchase request will be given to the Purchasing Clerk for review.
- D. At the time the Purchasing Clerk receives the request three options are available:
 1. If the City has a vendor or contract with someone who carries the requested item a Blanket Purchase will be issued by the Administrative Services

Division.

2. If there is no vendor or contract for the requested item and the item is more than \$300.00, the Purchase Request will be filled out by the Purchasing Clerk who will get approval from the Commander of the Administrative Services Division prior to forwarding the Request to the City's purchasing system. The order must be approved by Central Purchasing. One of the functions of Central Purchasing is to try to find the best price for the requested item. This may be as simple as a few phone calls or as complex as a formal bidding process which can take a few weeks or up to a few months.
 3. Items that may require a check request, such as replenishment of petty cash etc.
- E. Once the goods or service are received, the requestor will:
1. Be notified by the Property Section that the requested items are ready for pickup.
 2. The member receiving the goods or services will confirm that the items were received, sign and date the packing slip or bill of lading and submit all documents (packing slip, bill of lading, invoice, etc.) to the Purchasing Clerk within two days of the receipt of goods. The Purchasing Clerk will then process the payment.
- F. No member shall procure, assign, transfer, modify or dispose of any property belonging to the City of Annapolis and assigned to the Police Department without the approval of the Chief of Police or his/her designee through the chain of command.

III. Emergency Purchases

An emergency purchase is defined as one brought about by a sudden unexpected turn of events (i.e., acts of God, riot, fires, floods, accidents, or any circumstances beyond the control of the agency in the normal conduct of its business) involving health, welfare, injury, or loss, and which can be rectified only by immediate purchase of equipment, supplies, or services.

- A. When the Chief of Police or his/her designee determines that an emergency does exist, and it is during normal business hours the Chief Of Police or his/her designee shall contact:
1. City of Annapolis Purchasing Agent;
 2. City of Annapolis Finance Director; or
 3. The Mayor.
- B. After normal working hours, the Chief of Police or his/her designee may make an emergency purchase and will assume full responsibility that an emergency does exist.

- C. Emergency purchases shall be reported to the Purchasing Agent on the next work day. After the emergency purchase is made, a confirming requisition shall be submitted along with a written explanation of the emergency which prompted the purchase. The confirming requisition must be received in Central Purchasing no later than two working days after the emergency purchase has been approved.
- D. The procedures for emergency rental agreements for equipment will be handled in the same manner as procedures for emergency purchases.
- E. For procedures for requesting supplemental or emergency appropriation and fund refer to **General Order B.19**.

IV. Accounting

- A. The City of Annapolis Finance Department has an accounting system that provides monthly status reports to the Department (Current Year Trial Balance) which indicates:
 - 1. Initial appropriation of each account, or program;
 - 2. Balances at the commencement of the monthly period;
 - 3. Expenditures and encumbrances made during the period; and
 - 4. Unencumbered balance.
- B. The monthly Current Year Trial Balance is sent by the Finance Department to the Commander of the Administrative Services Division who will review the report.
- C. The Chief of Police or his/her designee has the authority to authorize all accounts/funds within the department.

V. Inventory Control

- A. The City of Annapolis Finance Department is the established control point for physical accounting and recording of all fixed assets including:
 - 1. Assigning (Fixed Assets) FATs tag numbers to fixed assets meeting the defined requirements. In accordance with the Finance Department rules a value of \$1000.00 or more is a fixed asset.
 - 2. Recording all additions, changes, transfers and deletion of fixed assets from information provided by City Departments.
 - 3. Distributing monthly computer reports regarding FATs.
- B. The Commander of the Administrative Services Division will designate the Police Property

Coordinator as the FATs coordinator.

- C. The FATs coordinator will:
1. Report to the Finance Department on a regular basis (usually monthly or when necessary), using the Fixed Assets Management List provided by the Finance Department, on additions, transfers and deletions to the Department's fixed assets.
 2. Attach the FATs tag number to an item before issuance.
 3. Verify computer generated FATs reports.
 4. The Finance Department on an annual basis will send a FATs inventory form to all Departments indicating all of the Department's fixed assets. The FATs coordinator or his/her designee will conduct an inventory indicating the date of inventory, who is responsible for the item and the initials of who conducted the inventory. On the FATs inventory form, the location for vehicles will be indicated with the vehicle number, i.e., 2103. The completed inventory form will then be returned to the Finance Department.
- D. Items such as mobile radios and portable radios will not receive a FATs number but will be recorded in the FATs inventory form.
- E. For the purposes of fixed assets, firearms are considered uniforms and are not recorded in the FATs inventory form. However, serial numbers will be recorded by and will be maintained by the Armorer, indicating the location of each firearm. The list will be checked annually.
- F. The Supervisor of the Property Section will keep an inventory list of each department cellular telephone and department pager and to whom it is issued. The list will be checked annually.
- G. The Chief's Administrative Aide will keep an updated equipment data list indicating all of the serial numbered equipment that is issued to each member, including General Order Manual number, handgun serial number, Handcuff(s) number, breast badge number, hat and pocket badge number, maglight number(s) and radio serial number.
- H. Annually the Chief's Administrative Aide will ensure that a Personnel Information Form is distributed to each member and returned to the Office of the Chief. The information to be completed includes issued serial numbered equipment as well as personal information. Once this form is reviewed against the equipment data list, and any changes made, the form will be inserted in the member's personnel records.
- I. The Office of the Chief will ensure that new members receive and complete a Personnel Information Form. The form will be returned to the Office of the Chief, to be entered into the data base. Once complete the Personnel Information will be

inserted in the member's personnel records.

- J. Any member who is issued or reissued agency owned equipment shall sign for the items received.

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| References |
| <ol style="list-style-type: none">1. Accreditation Standards 17.3.1, 17.4.1, 17.5.12. General Orders B.19 Department Budget Process3. City of Annapolis Purchasing Manual |

Revision: This General Order replaces Special Order 96-001 City Property dated June 8, 1996