

SUPPORT SERVICES

PURCHASING AND REQUISITIONS

Purpose: The purpose of this directive is to establish procedures by which requisitions and purchases are approved and issued with the police department.

Policy Statement: It is the policy of the North Little Rock Police Department to adhere to the procedures set forth regarding purchasing and requisitions.

Summary of Changes: Changes from General Order to Policy Directive format.

Procedure:

1 General

- 1.1 Only Division Commanders or their designated representative may cause requisitions to be prepared from their respective division.
- 1.2 All requisitions shall be prepared on the form issued by the city purchasing office only.
- 1.3 Specific and detailed descriptions of items needed shall be written on the requisition form.
 - 1.3.1 The name or division of the person requesting the item(s) should be included on the requisition in the "Purpose or use" blank.
- 1.4 The Support Services Division Commander, or his/her designee, shall prepare all requisitions for standard office supplies that are normally stocked in the Support Services Division.
- 1.5 All requisitions shall be submitted to the Support Services Division Commander for review to ensure the correct line item is used, and that department and city purchasing requirements are complied with.
 - 1.5.1 Only Division Commanders or their designated representatives are authorized to sign requisitions.
- 1.6 It shall be the responsibility of the Support Services Division Commander to develop and maintain a records keeping system.
- 1.7 The system shall insure that no purchase orders or invoices are submitted for payment until the goods or services are received, and that current and previous requisitions and purchase orders may be easily researched.
- 1.8 All completed purchase orders are to clearly indicate when and by whom the goods and services were received.
- 1.9 Members who receive invoices or packing lists shall forward them to the Support Services Division Commander.
 - 1.9.1 The pink copy of approved requisitions will be maintained by the Support Services Division Commander.
- 1.10 Division Commanders who deem it necessary to request goods or services of an immediate or emergency nature shall present the request to the Support Services Division Commander or his/her designee.
- 1.11 The Support Services Division Commander or his/her designee shall obtain the required purchase order number from the city purchasing department and insure the proper requisition is prepared and processed.

Mike Davis
Chief of Police