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|  | LOWER MERION TOWNSHIP POLICE DEPARTMENT Ardmore, Pennsylvania | |
| | Policy 3.21.8 | |
| Subject: | | Distribution: |
| Purchasing Equipment or Services | | All Personnel |
| Date of Issue: | Expiration Date: | Rescinds: |
| 06-01-2014 | Until Amended or Rescinded | Directive: 06-59 |
| References: | | |
| CALEA: N/A; PLEAC: N/A | | |
| By Authority of: | | |
|  | | Superintendent of Police |

PURPOSE

The purpose of this policy is to establish an administrative procedure for purchasing equipment and services.

POLICY

The purchasing procedure endeavors to insure that members of the Police Department adhere to standard business practices and all requirements for the expenditure of government funds. Additionally, the Staff Services Division Commander has been assigned the authority to manage the purchase of goods and services based upon properly documented requests and available funds.

PROCEDURE

A. PURCHASING

1. Purchasing procedures for all repairs, service requests and ordering of new equipment in excess of \$1,000.00, requires three price quotes and a purchase requisition. Purchases over \$19,100.00 require competitive bidding. The Township Finance/Purchasing Department is responsible for completing a Purchase Order and will gather bid quotations as long as the services or equipment is well defined.
 - a. All personnel involved in researching or making purchases are to diligently seek competitive pricing for all item(s) to be purchased and provide that information to the Unit Commander and the Township Purchasing Department.
 - b. Purchasing equipment or services in excess of \$1,000.00 requires the proper completion of a Purchase Requisition to include all pertinent information. If

vendors are known, they are to be entered on the Purchase Requisition. Quotes for items from \$4,000.00 to \$19,100.00 must be in writing. A minimum of three (3) price quotes is required. This information is to be provided to the Township Purchasing Department. Emergency confirming purchase requisitions do not need (3) competitive quotes, however the emergency condition must be identified on the Purchase Requisition.

- c. Equipment or services in excess of \$19,100.00 are governed by more detailed state purchasing laws and must be coordinated in cooperation with the Township Finance Department.
2. Only a Unit Commander can authorize the expenditure of funds. It will be that Unit Commander's responsibility to determine the cost associated with the repair or service of equipment.
3. Unit Commanders shall consult with their Division Commander prior to authorizing any purchases or repairs.
4. The purchase of budgeted equipment, supplies or service is processed through the Staff and Inspections Unit.
5. A Division Commander must approve the purchase of non-budgeted equipment, supplies or service. Emergency purchases of items such as batteries, food, etc., are permitted if approved by a Unit Supervisor. The supervisor authorizing the approval will immediately forward the receipt and memorandum of explanation to their Unit Commander. The Unit Commander will forward the approved purchase to their Division Commander. The receipt and accompanying memorandum will be forwarded to the Staff and Inspections Unit.

B. RECEIPT OF PURCHASE

1. Purchases delivered to the department are to be immediately forwarded to the unit or person making the approved purchase.
2. The person who ordered the services or equipment is to review the invoice and/or shipping order and items or services delivered and determine whether all ordered services or items have been received.
3. The invoice shall be forwarded to the billing clerk in the Staff and Inspections Unit with a completed Receipt of Material and Supplies Form attached ([AUX-10](#)). The receipt form shall include a description and budget code identifying the source of the funds to be used for the purchase. If the purchase was a non-budgeted item that should also be noted on the receipt.

C. AUTHORIZATION OF PAYMENT

1. All bills for purchases or services are to be forwarded along with the Receipt of Materials and Supplies to the billing clerk in the Staff and Inspections Unit.
2. The billing clerk shall process all authorized bills according to current Finance Department procedures.
3. All Account Payable Batches (APB's) shall be forwarded to the Staff and Inspections Commander for review and approval. The billing clerk shall initial and date the APB.
4. If approved, the Staff and Inspections Unit Commander will initial the APB next to the signature line.
5. All reviewed and approved APB's will be forwarded to the Staff Services Division Commander for final approval and signature. When the Staff Services Division Commander is unavailable for extended periods of time, he/she may authorize a Unit Commander to sign APB's for final approval. The Operations Division Commander is also authorized to sign APB's and Purchasing Requisitions.
6. Purchase Requisitions shall be processed in the same manner as APB's.
7. All persons involved in the purchasing process are to assure that the payment is logged under the proper budget code.
8. The Staff and Inspections Unit Sergeant is to assure that the purchase and expenditure of funds is properly tracked in the department's computer system.

RESPONSIBILITY

It is the responsibility of all supervisory personnel to ensure that all personnel under their immediate supervision comply with this policy.

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