

130. DEPARTMENT PURCHASING POLICY



RICHFIELD POLICE DEPARTMENT POLICY

Effective Date: 04/18/91
No. of Pages: 2
Serial Number: 10-030
Authority: Chief Jay Henthorne

NOTE: This policy is for internal use only and does not enlarge an employee's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this policy, if proven, can only form the basis of a complaint by this Department, and then only in a non-judicial administrative setting.

I. PURPOSE

This Policy has been adopted and it is intended to control Department expenditures as listed in the annual budget and prevent individual liability for unauthorized purchases.

II. POLICY

The management of the Department budget is the responsibility of the Police Chief and the Deputy Chief. However, situations arise on a regular basis where employees must make purchases necessary to perform the public safety function. This Policy has been adopted to ensure state law, City ordinance, and City policy is adhered to in the expenditure of funds. It is intended to minimize the time and resources required to determine the legitimacy and payment of bills/claims against the Department.

III. AUTHORITY

The Chief has the authority and responsibility for invoking and managing Departmental purchases. The Deputy Chief has authority to request purchases of any amount in accordance with City policy. The Deputy Chief has authority to open accounts for the City. Section Lieutenants and Shift Supervisors may authorize the purchase of unanticipated emergency items necessary for the performance of their duties.

IV. PROCEDURE

PURCHASES

Employees **shall** receive prior authorization from the respective Section Lieutenant or their designee for purchases by purchase order, field order, charge account, or petty cash unless listed as an exception in this Policy. This includes orders for non-stocked items placed through Central Purchasing.

Upon delivery or receipt of ordered/purchased item(s), packing slips, receipts and invoicing should be routed to the Police Division Administrative Assistant who tracks purchasing.

EXCEPTIONS


Recurring expendable supply items such as office supplies, purchased in small quantities, do not require prior authorization. Routine, minor services such as car washing, the making of keys, or authorized parking and meals, etc. do not require prior authorization.

POLICE PETTY CASH FUND

The Police Petty Cash Fund is the responsibility of the Police Division Administrative Assistant. Reimbursement of employees for personal expenditures for the cost of items or services purchased for the City use when the total cost is generally less than \$25.00 can be made from the Petty Cash Fund. All petty cash claims must include the receipt from the place of purchase. Claimants must sign the receipt.

Petty Cash Funds are to be used primarily for reimbursement of minor unanticipated costs incurred while conducting City business. They are not to be used to circumvent regular authorization procedures.

By Order Of:



Chief of Police

