


POLICY 110.2	PURCHASING PROCEDURES	
	REVISED: 9/97, 10/01, 07/05, 09/06, 7/08, 02/09, 02/12	RELATED POLICIES:
	CFA STANDARDS:	REVIEWED: 09/06, 6/08, 02/09, 02/12

A. POLICY

It is the policy of this Department that all requests for purchases, including those pursuant to grants, be approved through the respective unit, division or bureau chain of command prior to submission to Police Finance for final review and action. This is to insure that all purchasing rules and City Ordinances are followed.

B. OVERVIEW

1. Purchases may be accomplished in several ways, which are guided by the amount of the purchase as well as the funding source. Prior to making any purchase, it is the requestor's responsibility to determine whether funding exists in their unit's budget to pay for the item/s. If funds are not budgeted, alternative approved funding must be identified.
2. Capital outlay items are any non-consumable items with a normal life expectancy of one year or more and a minimum value of \$1,000. Capital outlay funds must be available (in your current budget) to purchase such items. If capital outlay funds are not available, the Police Finance Office must submit a supplemental capital outlay form (indicating fund source) along with the purchase requisition.
3. Most items can be obtained directly from, a local vendor, current contracts or through informal and formal bid procedures.
4. In accordance with §. 112.313 (3) Florida Statute, the City/Police Department shall not directly purchase, rent or lease any goods, training classes or services from any person or business entity in which a city employee or the employee's spouse or child has a material interest.

C. GENERAL PURCHASING PROCEDURES/TERMS/GUIDELINES

1. Requested items or services covered by a valid City of Fort Lauderdale contract must be obtained from the vendor holding the contract. Contact the City's Procurement Office to determine if a contract exists, or visit <http://fortlauderdale.gov/purchasing/contractdocs.htm>.
2. Items may also be obtained from any current Florida State Contract or the current contract of any government entity, with the permission of that entity and the concurrence of the Procurement Office. The latter is known as "piggy-backing."

3. Police Finance may use petty cash for local purchases under \$50. The City is tax exempt - do not pay sales tax, as there will be no reimbursement. The City's tax number is 16-03-196479-54C.
4. Any department member issued a City credit card (P-Card) must adhere to all purchasing procedures set forth in City Policy 9.13.
5. One time purchases for less than \$1000 can be made without obtaining three bids. This does not mean that a requirement for \$2000 can be split. For purchases less than \$1000, use either a purchase card or obtain a RPA/PO from Police Finance. If recurring purchases of the same item within the fiscal year total \$1,000 or more, three bids will be required (See section D). Examples would be veterinarian bills and K-9 or horse feed.
6. Emergency purchases of items over \$1000 may be made with the approval of the Chief of Police during other than normal business hours. However, justification must be submitted in writing to Police Finance on the first work day following the purchase in order to complete a Purchase Requisition. If the emergency purchase exceeds the current Commission threshold approval amount (\$25,000), then the Commission must be advised of the emergency purchase at the next available Commission meeting.
7. "Sole Source" or "Proprietary" means that the item or service can only be obtained from the vendor you are recommending. It does not mean he's the only one in the phone book. Lists of vendors are available from the Police buyer. "Sole source" and "Proprietary" purchases exceeding \$1,000 must be approved by the Police Procurement Specialist.
8. If goods or services are expected to cost over \$1000, consult the Police buyer in the City Procurement Office before proceeding.
9. Above \$10,000, the Police buyer must conduct a formal, competitive solicitation. Failure to conduct a formal solicitation for purchases which exceed \$10,000 will result in a second solicitation being completed. Contact the Police Finance Office and the City's Procurement Office. A good rule of thumb is to contact the buyer at least 60 days before the item is needed to allow time for processing the bid.
10. Purchases or contract awards amounting to \$25,000 or more, and proprietary or professional services in the amount of \$10,000 or more, must be approved by the City Commission. Commission agenda memos and backup documentation are required. The Police Finance Office will assist with these purchases and procedures.
11. For the purchase of products that are to be funded by grant monies, contact the Public Safety Grant Manager. The procedure for using grants monies for purchasing is the same as listed above, except that employee p-cards cannot be used and all required documentation is forwarded to the Grants Office and not to Police Finance.

D. SUBMISSION OF PURCHASE REQUISITIONS (ABOVE \$1,000 AND LESS THAN \$10,000)

All requests for items requiring the preparation of a Purchase Requisition, such as capital items, purchases over \$1000 and emergency purchases, shall be submitted to Police Finance on an Informal Quotation Form (available on the FLPD Intranet) and on an RPA/PO form (Requisition Purchase Authorization / Purchase Order Request Form) available from Finance.

1. Complete an Informal Quotation Form
 - a. List the three vendors and include their names, addresses and telephone numbers. Indicate whether any of the three were minority/women owned business enterprise (M/WBE) vendors. City policy requires at least one of the three be a M/WBE.
 - b. Include the quantity and description of merchandise requested.
 - c. The person securing the quotes shall be listed and he or she must sign the bottom of the form.
 - d. Submit both a hard copy and electronic copy to Police Finance.
 - e. If vendor is a sole source provider, complete and submit a Proprietary Quotation Form in lieu of an Informal Quotation Form (available on FLPD intranet). Justification must be detailed and "Sole Source" documentation should be obtained from the vendor whenever possible.
2. Complete a RPA/PO Form
 - a. Include the quantity and description of merchandise.
 - b. List the name, address, telephone and fax number of the recommended vendor.
 - c. The form must contain an approval signature from the person overseeing the affected budget.
 - d. Submit a hard copy to Police Finance.
3. If using a new vendor, obtain a W-9 Form from the vendor and submit to Police Finance.
4. Attach the three quotes (hard copies) to W-9, RPA/PO, Informal Quotation Form and submit to Police Finance.

E. PURCHASES UNDER \$1,000

1. Purchase Cards (P-Cards)

- a. The purchase card cannot be used for any personal use.
 - b. Charges for purchases shall not, under any circumstances, be split to stay within the single purchase limit.
 - c. All card holders must comply with the procedures as outlined in City Policy 9.13.
 - d. Supervisors are responsible for reviewing the statements of all p-cardholders and to ensure the total expenditures does not exceed their respective budget.
 - e. See below for payment and submitting process and responsibilities.
2. RPA/PO
- a. Complete a RPA/PO Form and obtain a number from Police Finance prior to making the purchase.
 - b. RPA's may only be used for purchases under \$1,000 unless prior approval is obtained from Procurement.

F. PAYMENT PROCESS/RESPONSIBILITIES/OVERSIGHT

1. Purchase Cards-RPA/PO's
- a. The cardholder will obtain the customer copy of all sales slips.
 - b. All receipts will be compared to the monthly Statement of Account in order to ensure absolute accuracy.
 - c. If accurate, the sales slips will be attached to the monthly statement which will be legibly signed, dated, and marked "Ok to pay."
 - d. The approved statement package will then be forwarded to the cardholder's supervisor for concurrence. The supervisor will indicate his approval by legibly signing, dating and marking "Ok to pay" on the monthly statement before forwarding to Police Finance. The statement should then be forwarded through the chain of command to the respective Bureau Chief for approval.
 - e. If a dispute regarding charges, sales tax, or received merchandise is found, contact Police Finance.
 - f. In mail orders, all packing slips must be signed and dated by the employee receiving the merchandise and forwarded to Police Finance.
2. Contracted Vendors

- a. Invoices from contracted vendors are sent directly to the City's Finance Department. Therefore, it is possible for payment to be remitted prior to the invoice being reviewed by the unit or employee that requests the service. Therefore, it is imperative that the receipt/invoice be reviewed by the employee/supervisor and returned to Police Finance within five days of receipt.
- b. It will be the responsibility of the employee requesting the work to ensure accuracy of the invoice. This means that the employee should ensure the problem was satisfactorily repaired/corrected. The officer or employee requesting the work will legibly sign, date and mark "Ok to pay" on the invoice. It will then be forwarded to his or her supervisor who will also sign, date and mark "Ok to pay" on the invoice.
- c. It will be the responsibility of the supervisor to verify accuracy and ensure reasonableness. This applies to products/merchandise, services and labor costs. When reviewing specialized billing, such as warranty work, reasonableness can be ensured by consulting all associated means, including but not limited to the pricing contract, parts manuals, flat-rate manuals and/or manufacturers websites. If the invoice is not complete, it should be rejected and returned to the contractor. The reason for rejection shall be documented and a copy maintained on file by the supervisor.
- d. For audit purposes, it is the supervisor's responsibility to retain copies of all associated documents (contract, manuals) for a period of not less than three years.
- e. Supervisors should periodically monitor established policies and procedures to ensure adequate internal controls to detect and prevent financial errors.
- f. On a semi-annual basis (every six months) within each fiscal year, the supervisor will prepare a written evaluation of the vendor/contractor. The evaluation should document the quality of service/products etc. Evaluations may be completed more frequently if the vendor's service/merchandise does not conform to expectations and/or the contract. The evaluations will be sent to the vendor and a copy will be retained by the supervisor for the length of the contract.