



# SACRAMENTO POLICE DEPARTMENT

## GENERAL ORDERS



### 410.07 PURCHASES 03-23-95

#### **PURPOSE**

To provide fiscal accountability and uniform procedures for the purchase of services, supplies, and equipment.

#### **POLICY**

To ensure fiscal accountability and uniform purchasing procedures are followed when obtaining services, supplies, and equipment.

#### **PROCEDURE**

##### A. PURCHASE APPROVAL

A Request for Supplies and Services (SPD 125) shall be completed prior to all purchases. The SPD 125 shall be:

1. approved by the respective office chief, or designee.
2. routed to the Fiscal Section who shall determine the most efficient means to acquire the items in accordance with City procurement policies.

##### B. PETTY CASH

1. A Petty Cash Fund shall be maintained by the Fiscal Section to provide an expedient method of reimbursing and advancing funds for:

- a. purchases under \$100.00.
- b. other expenses as approved by an office chief, or designee.

2. Petty Cash Purchases

- a. Prior to purchase, an SPD 125 shall be completed and approved by:
  - (1) an office chief, or designee.
  - (2) the Fiscal Section.
- b. Appropriate receipts, along with a signed SPD 125, shall be turned in to the Fiscal Section for reimbursement.
- c. If original receipt(s) is lost, duplicate(s) or a written explanation shall be submitted.

3. Petty Cash Disbursements

- a. The Fiscal Section shall make all petty cash disbursements.
  - (1) The hours of disbursement shall be Monday through Friday from 0800 to 1630.
  - (2) Employees may authorize another employee to receive the cash for them.
- b. Employees who receive advance funds for purchases shall submit the receipt(s) to the Fiscal Section the following work day. (If this creates a conflict, an agreement must be worked out with the Fiscal Section when the money is advanced.)

##### C. EMERGENCY PURCHASE APPROVAL

In emergency situations during normal business hours, purchase approval may be received from the Fiscal Section via telephone, subject to a written request follow-up. During non-business hours, purchase approval may be received from an office chief via telephone, subject to a written request follow-up.