
PURCHASING POLICY AND PROCEDURES

This order describes the policy and procedures for requesting any Department expenditure of funds.

I. POLICY

A. AUTHORIZATION. It is the policy of the San Francisco Police Department that all purchases and expenditures of funds for any purpose must have prior written authorization from the Fiscal Division, except for items covered by existing contracts or procedures (e.g., obtaining gasoline for City facilities or ordering supplies from the Property Control Section). Any purchase of equipment, supplies or services (e.g., repair of machines and other equipment, professional fees, etc.) without prior written authorization will not be honored for payment.

II. PROCEDURES

A. REQUESTS. To request a purchase or to make an order, complete a memorandum (SFPD 68) and include the following information:

1. Unit requesting. Include the address, room number, phone number and contact person.
2. Description of item, equipment or service.
3. Reason the item, equipment or service is needed.
4. Vendor, address, phone number and contact person.
5. Cost.

B. APPROVAL. After approval of the commanding officer, forward the memorandum and any documents to the appropriate deputy chief for approval. After approval, the package of documents will be forwarded to the Fiscal Division.

C. EMERGENCIES. If an emergency occurs during normal business hours, contact the Department's Accounting Office immediately. If the emergency occurs during non-business hours, contact the Operations Center and notify the Accounting Office during the first hour of operation on the next business day.