

**ALBUQUERQUE POLICE DEPARTMENT  
ADMINISTRATIVE ORDERS**

Effective: 12/17/08; Still In Effect 01/01/99  
99-AOC15

**3-76            PURCHASING GUIDE**

**POLICY:**

Department policy is to establish provisions for controlling the purchasing process and for making purchasing as effective and efficient as possible.

**RULES:**

**3-76-1            SPENDING AUTHORITY  
[7]**

All Department disbursements and purchases shall be made in accordance with the Public Purchases Ordinance of the Revised Ordinances of the City of Albuquerque; and the City of Albuquerque Purchasing Rules and Regulations as established by the Purchasing Division of the Department of Finance and Management.

- A.     The Financial Management Division shall be the central purchasing office for the Department, except for purchases funded with Capital Improvement Project (CIP) or grant monies. These purchases shall be managed by the Planning Division.
- B.     Requests for disbursements and purchases from the General Fund, Law Enforcement Fund and Crime Lab Fund shall be submitted to the Financial Management Division for review and processing.
- C.     Proposed contracts, with the exception of contracts funded with CIP or grant monies, shall be initially submitted to the Financial Management Division. These shall include contracts for technical or professional services, non-professional services, repair and maintenance services, inter-governmental agreements and revenue producing agreements.

[N/A]

- 1.     The Financial Management Division shall subsequently be responsible for the coordination of the city contract review and approval process as required by the Purchasing Division of the Department of Finance and Management.
- 2.     The Financial Management Division, in conjunction with the Legal Advisor's Office, shall assist Department personnel as necessary in the development of proposed contracts.
- D.     Items available from the City Warehouse or Office Supply Services may not be purchased from outside sources, regardless of the funding source utilized. The Financial Management Division shall be contacted to determine if requested items are available through either the City Warehouse or Office Supply Services.

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E. If required goods and services can be obtained from pre-established contracts, purchases must be made from those contracts, regardless of the dollar amount of the proposed purchases, or the funding source to be utilized. Department personnel shall contact the Financial Management Division to determine if required goods or services are available through contracts that are currently in force.

[N/A]

F. For more detailed information, the reader may refer to "Article 6: Centralized Purchasing" in the Chief Administrative Officer's Policy and Procedure Manual. A copy of this manual is maintained by the Administrative Assistant for the Chief of Police.

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[N/A]

**RESPONSIBILITY AND ACCOUNTABILITY**

A. Each Division will keep an expense ledger and have sole responsibility for keeping an account of their expenditures.

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B. Bureau/Area Commanders will contact the Central Services Manager of the Financial Management Division and obtain an activity number for their budget.

C. Once a property item (as opposed to an expendable item) is purchased, a memo giving a complete description of the item and listing the make, model and serial number will be submitted to the Property Unit for inventory purposes.

D. The Financial Management Division will meet monthly with the Bureau Commanders to review their expenditures and budget reports.

**PROCEDURES:**

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**PETTY CASH**

Petty Cash purchases of \$50 or less may be made by authorized Department personnel for items which are immediately required so as not to interrupt an ongoing activity.

A. To become authorized, the employee will obtain written permission from their commander and then proceed to contact the Financial Management Division for processing of the purchase.

B. The employee will use their own funds to make the purchase and obtain a receipt from the vendor.

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- C. For reimbursement, the employee will present the correspondence and receipt to the Financial Management Division. The employee will not receive reimbursement for any state sales tax paid.

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**SMALL PURCHASE ORDERS (SPO'S)**

Purchases which do not exceed \$500 can be made through the use of Small Purchase Orders (SPO's). The SPO books will be maintained by the Financial Management Division.

- A. When it has been determined that an item will be purchased using an SPO, the employee will follow the below listed procedure:
1. The employee that is requesting the purchase will prepare an inter-office correspondence that is addressed to the Central Services Manager of the Financial Management Division. Included in the inter-office correspondence will be:
    - a. Reason for the purchase
    - b. Vendor's name
    - c. Brand name (if available)
    - d. Model number (if available)
    - e. Cost of item
    - f. Number of items to be purchased
    - g. Total cost
    - h. Commander's approval signature
  2. The employee will proceed to the Financial Management Division and present the inter-office correspondence for release of the SPO book.
  3. The employee will sign for the SPO book.
  4. At the vendor's location, the employee will purchase the item using the SPO as payment. If needed, the Financial Management Division can provide instructions on the filling out of the form. The employee making the purchase will put their assignment near their signature at the bottom of the SPO form.
  5. Personnel will make sure that the SPO is completed properly and that the vendor receives their copy.
  6. The remaining copies of the SPO are to be returned to Financial Management Division with a copy of the receipt.
- B. Personnel are reminded that the Albuquerque Police Department is exempt from paying tax on goods. Therefore, tax should not be included in the total amount of the purchase.

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- C. Under no circumstances will SPO books be permitted to be used to purchase office supplies carried by either the City Office Services Division or the contracted office supply company.

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**ORAL QUOTES**

- A. Purchases for which the estimated cost will exceed \$500, but will be less than \$7,500, shall require a Requisition and Disbursement form to be completed by the Financial Management Division.
1. Personnel requesting the purchase of the item will provide three oral quotes from three vendors, if possible.
  2. The three quotes will be included with an inter-office correspondence, addressed to the Central Services Manager of the Financial Management Division, which will explain the reason for the purchase.
  3. The approval by the chain of command will be included on the inter-office correspondence.
- B. After a "PO number" has been issued by the Purchasing Division:
1. The employee will wait until a notice is received from the vendor that the purchased item is ready for pick up or delivery.
  2. In unusual cases, when the item is needed quickly, the purchasing employee can provide the vendor with the "PO number" and assuming the purchased item is in stock, pick up or delivery can occur immediately.

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**FORMAL BIDS**

- A. Purchases for which the cost is estimated to be \$7,500 or more, shall require a Requisition and Disbursement form to be completed by the Financial Management Division. The requesting personnel will submit to the Central Services Manager of the Financial Management Division an inter-office correspondence which will include the following:
1. Specifications, which clearly identify the technical and performance requirements of the item or service
  2. Reason for the purchase of the item or services.
  3. A list of any vendors known to supply the required item or service.
  4. Approval through the chain of command.
- B. The Financial Management Division will forward the requisition and specifications to the Purchasing Division of the Department of Finance and Management, which will process the formal request for bids.

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[7]      **REQUEST FOR PROPOSALS**

A Request for Proposals (RFP) may be required to solicit proposals involving technical or professional services.

- A. Department personnel are to contact the Financial Management Division to determine whether an RFP is required for such purchases.
- B. If a RFP is required, an inter-office correspondence will be initiated and addressed to the Central Services Manager of the Financial Management Division. The correspondence will include:
  - 1. Reason for the technical or professional service;
  - 2. Vendors names (if known); and
  - 3. Approval through the chain of command.
- C. In cases where an RFP is required, Financial Management Division will work with department personnel to prepare a draft RFP and a requisition, which must be submitted to the Purchasing Division.
- D. A request for proposals shall be required for all contracts in excess of \$15,000, unless waived by the Chief Administrative Officer for the City of Albuquerque.
- E. The requirement for an RFP is mandatory for all services which exceed \$55,000.

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[7]      **CITY OFFICE SERVICES DIVISION/WAREHOUSE SUPPLIES REQUISITION FORM**

The City of Albuquerque Requisition (P126114) will be utilized for office supplies to be obtained from the City Office Services Division (paper supplies, Xerox brand supplies, letterhead, printed envelopes and printed forms) and warehouse supplies.

- A. The Office Services Division Supplies and Warehouse Catalog will be used to order supplies stocked by the city. The first few pages of the catalog explain how to complete the requisition form (P126114).
- B. The location where the supplies will be obtained will be indicated by an "X" on the requisition form (City Yards, General Warehouse, or Office Services Division).
- C. Items carried by the City Office Services Division (paper supplies, Xerox brand supplies, letterhead, printed envelopes, printed forms and warehouse items) will begin with a "P" for stock number identification.

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- D. The form will be typed and the words Last Item will be typed on the line following the description of the last item requested.
  - E. Commanders approving the requisition will write their initials next to the name as indicated on the "Requested by" line.
  - F. Personnel will then submit the requisition to the Financial Management Division for processing.
  - G. The Financial Management Division will forward the approved requisition form to Office Services Division.

3-76-9      **VENDOR OFFICE SUPPLY REQUISITION FORM**

The City of Albuquerque Requisition Form (P127120) will be utilized for office supplies (pens, pencils, calendars, binders, markers, computer diskettes, etc.) to be obtained from the contracted office supply vendor.

- A. The vendor contracted to provide office supplies will make available a catalog which will be used to order supplies from the vendor.
- B. The type of office supply item to be obtained from the vendor will be indicated by an "X" on the requisition form for either city stock (items the vendor regularly carries); or non-stock (items the vendor needs to order).
- C. Items from the vendor office supply list (pens, pencils, calendars, binders, markers, computer[ diskettes, etc.) will begin with a "Q" for stock number identification.
- D. The form will be typed and the words Last Item will be type on the line following the description of the last item requested.
- E. Commanders approving the requisition will write their initials next to the "Requestor's Name" line.
- F. Personnel will then drop off the requisition to the Financial Management Division for processing.
- G. The vendor will pick up the approved requisition from the Financial Management Division by 1200 hours each day.
- H. The vendor will deliver stock items to the Property Management Section the next working day. Non-stock items will be delivered within five working days.

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- I. The Property Management Section will log deliveries made by the vendor, and inform the appropriate section to pick up their supplies.
  - J. The Property Management Section will retain the packing slip copy of filing, the requisition, and forward it to the Finance Management Section for permanent filing.

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[7]                   **CAPITAL IMPROVEMENT PROJECT AND GRANT MONIES**

- A. Personnel requesting CIP and Grant monies will draft an inter-office correspondence, addressed to the Director of the Planning Division, and will contain the following:
  - 1. Reason for the request;
  - 2. Description of the item, equipment or service to be acquired;
  - 3. Three price quotes, if available, or the cost of the purchase;
  - 4. From what fund the purchase will be acquired from; and
  - 5. Approval of the chain of command.
- B. Purchases will only be made after the request has been received and processed by the Planning Division. The Planning Division can assist the requesting parties in the acquisition of the item or service.

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[N/A]                   **ADDITIONAL SPENDING AUTHORITY**

- A. Each bureau/area commander can impose additional controls for the spending of departmental funds that are under their control. However, the rules, regulations and procedures that are outlined in this section are established as minimum requirements and must be met at all times.
- B. Expenditures by The Chief of Police  
  
In some instances it may be necessary for the Chief of Police to require confidentiality of a project or activity which requires a contractual arrangement for the expenditure of funds. In those instances, the Chief of Police will consult with the Albuquerque Police Department/Fiscal Management Division to insure necessary funds are available. In addition, the Chief of Police will be required to consult with Albuquerque Police Department Legal counsel to insure the contract or the expenditure is in accordance with applicable laws and regulations before authorizing the contract or the expenditure of any funds.
- C. **A master list of all units, excluding SID, authorized to receive, maintain, or disburse cash funds will be maintained by the Department Fiscal Manager.**