



SOUTH MIAMI POLICE DEPARTMENT

GENERAL ORDER NUMBER: 7.3	DATE OF ISSUE: July 31, 2011	EFFECTIVE DATE: May 30, 2014	NUMBER OF PAGES: 04
CFA STANDARD: 7 SUBJECT: <i>Fiscal Management & Agency-Owned Property- PURCHASING</i>	NEW () RESCINDS () AMENDS (x) OTHER ()	By Order Of:  Rene Landa , CHIEF OF POLICE	

CFA STANDARDS: 7.01, 7.02M, 7.03, 7.04M, 7.05, 7.06M
SECTIONS:

7.3.1 Requisition and Purchasing Procedures

RESCINDS: All existing orders in conflict.

PURPOSE: To establish departmental policy and provide guidelines for the requisition and purchasing of departmental supplies and equipment.

SCOPE: All departmental employees.

POLICY: The requisition and purchase of departmental supplies and equipment will be in accordance with the policies and procedures set forth by the City of South Miami Finance Department and as stated in the City Charter and Code of Ordinances. The City Manager's designee (Central Services) will be the chief purchasing agent of the City of South Miami, with the Chief of Police being responsible for the supervision of Police Department purchases and for communication of such purchases to the City Manager and Finance Department.

PROCEDURES:

7.3.1 Requisition and Purchasing Procedures

A. The South Miami Police Department will utilize a purchase order system for the requisition and purchase of budgeted police department needs and equipment. The methods by which an approved purchase can be made include:

1. The utilization of petty cash (purchases under \$ 25.00);
2. Internal Purchase Orders;

3. Check Request Forms or through “P-card” (city issued credit card) for direct purchases pre-approved by the Chief of Police;
 4. City of South Miami Purchase Orders.
 - a. Purchases of, or contracts for materials, supplies, equipment, improvements or services for which funds are provided in the budget, where the total amount to be expended is not in excess of \$1000.00, may be made or entered into by the Chief of Police without competitive bidding, however, the employee requesting the purchase will attempt to find the most competitive price if possible. Single purchases or contracts in excess of \$1,000.00 will not be broken down to amounts less than \$1,000.00 to avoid the requirements of this subsection.
 - b. Purchases of or contracts for materials, supplies, equipment, improvements or services for which funds are provided in the budget, where the total amount to be expended is in excess of \$1,000.00 may be made or entered into by the Chief of Police with the approval from the City Manager and Finance Department. Such purchases will require compliance with the competitive bidding requirements set forth in the City of South Miami Code of Ordinances.
 - c. Purchases over \$4999.00 must be approved by resolution and/or ordinance by the South Miami City Commission.
- B. The City Code of Ordinances states that whenever competitive bidding is required by this department, the City Manager shall direct that bid proposals, which provide specifications for the purchase or contract, be prepared.
1. The Purchasing Manager (with direction from the City Manager) will solicit sealed bids from at least three persons engaged in the business of furnishing such materials, supplies, equipment and improvements or engaged in rendering such services.
 2. The City Manager may publish a public invitation to bid.
 3. Bids shall be awarded to the lowest, most responsive, responsible bidder, as determined by the City Commission or the City Manager, as the case may be, subject to the right of the City to reject any and all bids, to waive any irregularity in the bids or bidding procedures and subject also to the right of the City to award bids and contracts to bidders other than the low bidder.

- C. No contract or order shall be issued to any vendor unless or until the Director of Finance or the City Manager certifies that there is the credit of such office, department or agency a sufficient unencumbered budget appropriation to pay for the supplies, materials, equipment or contractual services for which the contract or order is to be issued.
- D. It is acknowledged that emergencies may arise in which purchases or rentals must be made where it is not possible or feasible to go through the normal requisition process. In any such instances, all purchases shall be governed by the City Code and must be approved by the Chief of Police. Procedures for requesting supplemental or emergency appropriations and fund transfers include the following:[CFA 7.05]
1. During normal business hours, any requests for emergency purchases shall be handled through the Assistant Chief, who can determine whether an emergency purchase order will be issued or the expenditure of petty cash funds authorized.
 2. Office supplies and normal operating equipment are not considered emergency supplies and shall be requisitioned in advance to insure adequate supplies on hand at all times. Division Commanders shall assure that their respective units maintain an adequate inventory of supplies required on a regular basis to avoid any emergency requests for same.
 3. All emergency purchases must be documented in memo form or city email to the Chief of Police within twenty-four hours of the purchase. The emergency necessitating the expenditure of funds, along with the documentation of item(s) purchased, cost, vendor name, address, and phone number shall be included in the memo. Any receipts for supplies or services shall also be attached to the memo. The employee actually making the purchase shall be responsible for forwarding the memo and all documentation. All emergency purchases require approval by the City Manager.
- E. Situations or emergencies may occur wherein costs are incurred or anticipated after the budget is approved and funds are not specifically included in the budget for same. The Chief of Police, or designee, shall be responsible for determining whether the issue shall be addressed in a fund transfer request or a request for supplemental appropriations. The following procedures for requesting supplemental or emergency appropriations and fund transfers will be adhered to: [CFA 7.02M]
1. Supplemental or emergency appropriations shall be requested from the City Commission by the Chief of Police, or designee, through the City Manager. The funding shall be requested in advance of the expenditures, if possible, or in cases such as a natural disaster, following the incident.

2. Transfer of funds from one account into another shall be documented in writing by the Administrative Bureau Captain, approved by the Chief of Police, and forwarded to the City Manager for final approval. This request shall include the account from which the funds are to be taken, the amount, the account into which the funds are to be transferred, and the justification for the requested transfer.
- F. The City of South Miami has tax-exempt status. Employees shall provide a copy of the tax-exempt certificate will be provided to vendors. The city does not pay State of Florida sales tax nor reimburse employees for State sales tax.