



# GOODYEAR POLICE DEPARTMENT

Policy and Procedure Manual

## POLICY 1.17 FISCAL MANAGEMENT PURCHASING

Effective:  
09/26/2021

Replaces:  
06/20/2013

Approved:  


### 1. PURPOSE AND SCOPE

1. Each employee of the Department is responsible for safeguarding public funds. The stewardship of resources and the public trust are first and foremost when an employee is involved in any purchase made on behalf of the Police Department. The City's Finance Department governs departmental purchasing regulations and provides purchasing procedures. These procedures include the establishment of requisition and purchase dollar thresholds, bidding specifications, vendor selection and standardized purchasing requirements by any purchasing instrument.

### 2. PURCHASING GUIDELINES

1. Department purchasing guidelines include:
  - A. Prior to the purchase, all department purchasing requests will be submitted through a purchase request form following the chain of command for approval, . Approval by a command staff employee is required.
  - B. Purchasing Coordinator – The Administrative Services Division coordinates all department purchases. Any questions referencing purchasing should be directed to the Administrative Services Manager or Chief's Designee.
  - C. Timeliness – All purchase requests should be submitted well in advance of need.
  - D. After Purchase – The invoice, packing slip, or receipt will be submitted to the Administrative Services Division for processing, recording, and filing.

### 3. PROCUREMENT LIMITS/INSTRUMENTS – GENERAL GUIDELINE

1. The following table, and subsequent descriptions, provides a reference for purchasing thresholds, and the type of procurement instrument available for use.

Procurement Responsibility/Action	Dollar Thresholds	Method of Procurement
Department – Due Diligence	\$0.01 - \$2,499.99	FPO or P-Card
Department – 3 Quotes	\$2,500 - \$14,999.99	Requisition
Procurement – 3 Formal Quotes	\$15,000 - \$49,999.99	Requisition
Procurement – Formal Solicitation	\$50,000 or above	Requisition
Council Approval Required	\$500,000 or above	
<ul style="list-style-type: none"><li>Quotes solicited by the Department should be in writing. Department quotes must be attached to requisitions.</li></ul>		

### 2. ELECTRONIC FUND TRANSFERS (EFT)

- A. The following general guidelines apply to electronic fund transfers for employee reimbursement:

1. Payment for personal items or personal services is prohibited.
2. Original receipts and documentation must be provided for reimbursement. No duplicate copies of back up material will be accepted.
3. Supervisory approval must be received prior to the use of electronic fund transfers for employee reimbursement.
4. Employees must be set up as a vendor through the Finance Department prior to receiving reimbursement.

**B. PROCUREMENT CARDS**

1. Procurement cards, commonly referred to as credit cards, are to be used according to the following general guidelines:
  1. The Chief of Police may authorize employees to be issued City procurement cards to purchase goods and services or make specific expenditures. See City of Goodyear Admin Guideline #950 - Procurement Cards, and purchasing cardholder contract for further information.
  2. Authorized holders will sign a contract agreeing to abide by the procurement card policy.
  3. The card will have the individual holder's name, City of Goodyear, individual account number, and expiration date. No personal information is included.
  4. The holder must return the card for destruction when leaving employment.
  5. No other person is authorized to purchase using another cardholder's card.
  6. Spending Limits – Each cardholder will be assigned a purchase limit and a 28 day billing cycle limit as established by the Chief of Police and with authorization from the Finance Director.
  7. Proof of purchase is required for each transaction for accountability, i.e., shipping documents, phone logs, charge slips, itemized receipts, etc., or memo with all pertinent facts.

**C. REQUISITION REQUESTS**

1. The follow general guidelines apply when using purchasing requisition requests:
  1. Authorization – Command staff employees shall authorize purchases according to budget appropriations and the Administrative Services Manager or designee must approve all requisitions.
  2. All purchase requirements of \$2,500 or greater must include an Authorization for Purchase Request, signed by the Chief or a Deputy Chief, prior to a requisition being issued.
  3. The Command Staff approver is responsible for obtaining any necessary quotes and submitting them on a requisition for the approval process.

**D. EMERGENCY PURCHASES**

1. When equipment or services are needed on an emergency basis, the following guidelines will apply:
  1. Emergency purchases (including rental of equipment) may be authorized with the approval of a Command Staff employee provided the following guidelines are adhered to in accordance with Purchasing procedures.
  2. Emergency during Procurement Office hours – Contact the City's Procurement Division Manager or Police Department Administrative Services Manager who will procure or authorize the procurement.
  3. Emergency outside of Office Hours – A supervisor may make the necessary procurement after authorization from Command Staff.

4. A full report on the circumstances of the emergency purchase must be sent to the City's Procurement Division Manager and Police Department Administrative Services Manager as soon as reasonably possible.
5. Receipts shall be maintained for any and all emergency purchases for appropriate reimbursements.