


GAINESVILLE POLICE DEPARTMENT

GENERAL ORDER

	TITLE Fiscal Management		ACCREDITATION CALEA 17.4.2.a/b/c/d/e/f
	PROPONENT UNIT Fiscal Division		PRIOR REVISIONS 5/27/2002, 12/8/2005, 8/6/2008, 3/2/2009, 4/21/2016, 05/14/20 ATTACHMENT: -Purchase Request Form
NUMBER 17.1	ISSUE DATE 7/1/1998	REVISION DATE 07/09/2024	TOTAL PAGES 16

- I. **PURPOSE:** This Order establishes guidelines for the fiscal management of the Gainesville Police Department.
- II. **POLICY:** The Department shall, through a fiscal management system that ensures accuracy and accountability, manage the Department's revenue, funds, and expenditures.
- III. **PROCEDURES:** The City Charter assigns ultimate responsibility for the City budget to the City Manager. As the chief fiscal officer the City Manager delegates responsibility to each Department Head to oversee that respective department's budget, and may assign maximum allowable expenditures that do not require additional approval from the City Manager's Office.

Although the Chief is ultimately responsible for all fiscal matters of the agency, the Department's fiscal management function is delegated to the Analyst Lead. [CALEA 17.1.1]

A. Budget:

1. **Development:** Each budget year, starting in January, each Bureau/District Commander (with the involvement of bureau/district staff) will prepare a budget for the bureau/district and its sub-units.

The commanders will develop the budget by assessing what fiscal resources will be needed to achieve the goals and operational needs of the bureau/district. Bureau/District Commanders shall:

- i. Develop their goals and objectives by examining the bureau/district's function and organizational structure
 - ii. At the planning sessions, explore operational activities and recommendations, and discuss principal issues.
2. **Bureau/District Requests:** By approximately March 15th of each budget year, each Bureau/District Commander shall submit the bureau/district's annual/biannual budget

requests to the Analyst Lead. The Bureau/District Commanders will be provided instruction regarding how to format the budget requests.

3. **Departmental Submission:** The Fiscal Division staff shall compile the bureau/district's budget requests into a single, formal budget report, which will be reviewed and amended, as needed, by the Chief and the Bureau/District Commanders.

After the report is finalized, the budget will be forwarded to the City budget staff, which will review, critique, and present the Department budget to the City Commission, in accordance with the budget calendar established by the City Commission.

4. **Management:** After being approved by the City Commission, the Department's budget will be managed by the Analyst Lead.
5. **Budget Transfers:** If circumstances develop during the fiscal year that require funds for non-budgeted expenditures, Department commanders shall meet with the Analyst Lead to evaluate the unexpected expenditures, and, when possible, prioritize needs and re-allocate funds.
 - i. The commanders shall first attempt to meet the unforeseen requirements with existing budgeted funds using budget transfers within their assigned accounts.
 - ii. Should there be insufficient unencumbered funds in existing bureau/district/division accounts to cover the expenditures funds should be sought from other Department accounts.
 - iii. If expenditures cannot be covered via Department accounts, or exigent circumstances exist, the Department, via the Chief's Office, may present a request to the City Manager for a supplemental appropriation.
6. **Emergency Appropriations:** An emergency purchase is any purchase which is necessary due to unforeseen circumstances and that can negatively impact the operation of the City, or a purchase needed for a public safety emergency or where delay of a purchase subjects the City to additional costs or hardship (*In accordance with City of Gainesville Procurement Policy 41-660*).

Emergency Purchases, at the discretion of Managers, when urgent situations do not allow sufficient time to obtain competitive bids.

- i. Initiating the Emergency Request
 - a. Any person detecting an emergency should telephone the supervising Bureau/District Commanders and/or individual responsible for approving purchases, explain the nature of the emergency, and secure verbal approval to request an emergency purchase.
 - b. Individual with Approval Authority ensure Analyst Lead is made aware of the situation.
 - c. Individual with Approval Authority should complete the Method of Source Selection (MOSS) Form, including at least two price quotes, if feasible, and

submit for approvals as stated therein (*In accordance with City of Gainesville Procurement Policy 41-661*).

- ii. Ordering the Purchase: Once the emergency purchase is approved the following steps are taken:
 - a. Approver or designee will notify Analyst Lead of award and backup documentation so a purchase order can be initiated and approved.
 - b. Approver will award verbal Purchase Order to low responsive/responsible bidder meeting specified requirements in the documents.
 - c. Fiscal will print purchase order and issue written confirmation of Purchase Orders to appropriate vendor(s), as required.
 - d. If total cost is over \$100,000, Assistant Chief or Police Chief must advise the City Commission of emergency purchase.
 - e. Items specifically stated as excluded to the prior approval of the City Commission must be reported by the Chief of Police to the City Manager as a Purchase by IOC.
 - f. After-action report details all resource allocation, emergency purchases, overtime and call-out costs, and any other related expenditures.
 - iii. The Analyst Lead shall evaluate the reported expenditures, and shall, in consultation with the Chief of Police, determine the best approach to covering the expenditures:
 - a. Budget Transfer can be made by sending email request to Budget Analyst, and/or
 - b. Available reimbursement opportunities (grants or other funds for major crimes, natural disasters, etc.), and/or
 - c. Direct request to the City Manager.
- B. Accounting:** Accounting records shall be in accordance with applicable laws and the Generally Accepted Accounting Principles (GAAP).

1. System Requirements:

- i. Accounts shall be maintained in sufficient detail to properly manage funds and to permit an annual external audit.
- ii. The accounting system shall contain information regarding each account's initial appropriations, balances, unencumbered balances, expenditures, receipts, and open purchase orders.
- iii. The account information shall be available on a daily basis through the Fiscal Division (and from the City's Accounting Office).

2. **Independent Audit:** The independent external auditor is selected by the City Commission, and scheduled by the City Accounting Department according to an established schedule or timetable.

C. **Cash Funds Management:** The Gainesville Police Department maintains the following three (3) cash accounts: Records Division Change Account (provides change only), Criminal Investigations Division Confidential Informant Funds (this includes Special Operations Unit Confidential Informant Funds), and Special Investigations Division-Gainesville Alachua County Drug Task Force Confidential Funds. [CALEA 17.4.2]

1. Records Division:

- i. The Records Division is responsible for the records change fund account.
- ii. The positions authorized to disburse change or accept cash for payments are:
 - a. The Records Coordinator;
 - b. Records Supervisor; and
 - c. Records Technicians. [CALEA 17.4.2.e]
- iii. Cash Disbursements: Cash shall only be used to provide change for citizens. Cash is not disbursed from this account. There are no cash expenditures from this account. [CALEA 17.4.2.c.d]

NOTE: Bills larger than \$20 will NOT be accepted.

- iv. Reimbursement: Under no circumstance is Records allowed to reimburse payment to a customer. A supervisor will be informed of a requested reimbursement. If a supervisor isn't available, the Fiscal Division shall be contacted.
- v. Receipts: A receipt will be completed by shift personnel for all transactions. When issuing receipts, the white copy goes to the citizen, the yellow copy should be attached to the request form, and the pink copy remains in the receipt book. [CALEA 17.4.2.b]
- vi. Accounting:

- a. Initial Daily Cash Verification: At the beginning of day shift, the Records Technician assigned cash duty shall verify \$400.00 is available in the cash drawer. Another Records Technician personnel shall witness and serve as secondary verification. Both personnel shall initial and date the daily cash report form.

The Record Technician assigned cash will compare additional cash received overnight, if any, with receipts retained. A supervisor should be notified of any discrepancies resulting in an overage or shortage.

- b. Overage/Shortage of Funds: Overage or shortage of \$4.99 or less must be submitted in an envelope with the daily cash report to City of Gainesville Revenue and Receivables. If the overage or shortage is \$5 or more, the Chief of Police or designee must submit a signed correspondence to City of Gainesville Revenue and Receivables explaining the circumstances contributing to the difference.
- c. Cash Pick-Up: On a weekly basis the contracted vendor will retrieve Records Division cash deposits. [CALEA 17.4.2.a]

- vii. Quarterly Accounting: At least quarterly, the Analyst Lead or designee shall conduct a quarterly accounting of the Records change account.

The accounting shall include a status of those funds and receipts/disbursements during the previous reporting period. These reports will document the activities of the account, cash received, cash disbursed, cash on hand and other supporting documentation such as bank statements and ledgers.

The accounting shall be completed during the following months: April, July, October, and January. The report shall be forwarded to the Chief of Police. A copy of the accounting shall be sent to the accreditation unit. [CALEA 17.4.2.f]

2. Criminal Investigations Division Confidential Informant Cash Accounts

Confidential Funds: Confidential funds are those monies allocated for the purchase of services, evidence, and/or information pursuant to criminal investigations.

- i. The Criminal Investigations Division (CID) is responsible for the CID confidential funds account, which includes the Special Operations Unit.
- ii. The positions authorized to disburse confidential informant funds are:
 - a. CID Captain or designee. [CALEA 17.4.2.e]
- iii. The confidential informant cash account shall be held in a secure location with limited access by the aforementioned personnel.

- iv. Balance Ledger: CID shall maintain a balance sheet which indicates initial balances, disbursements, cash returned/replenished and balance on hand.
- v. Account Replenishment: When the initial balance of \$1,500 drops to a balance of 25% or lower, a request via the Fiscal Division to City Accounts Payable shall be completed. One of the authorized CID personnel in subsection ii, above, must first be registered as a City supplier (as “petty cash custodian,” so that there are no check cashing fees imposed by the City’s bank), will then pick up the replenishment check and cash it at the City’s bank.
- vi. Cash Disbursements:
 - a. Criminal Investigations Division Detectives shall obtain supervisor permission to obtain funds. Funds shall only be distributed for specific operational expenses/needs.
 - b. Disbursement Criteria: [CALEA 17.4.2.c] The Bureau/Division/Unit Commander/designee may authorize the use of confidential funds only when the particular merits of an investigation warrant their use, considering factors such as:
 - 1). The significance of the investigation,
 - 2). The need for this expenditure to further the investigation,
 - 3). Anticipated future expenditures for other investigations.
 - c. Individual cash disbursements over \$1,000.00 require the approval of the Chief of Police or designee. [CALEA 17.4.2.c]
- vii. **Disbursement Process:** The procedure for obtaining confidential funds will be established by the funds custodian. The procedure will require:
 - a. Submission of requests for funds prior to payment;
 - b. Submission of receipts after payment to include: [CALEA 17.4.2.d]
 - 1). The amount and purpose of payment,
 - 2). The member’s name,
 - 3). Information or material purchased,
 - 4). Subsequent law enforcement action, if any,
 - 5). The date and case report number.
 - c. The receipt book entry shall be completed with the Detective’s signature and supervisor’s signatures approving the disbursement. In addition, the associated case number and confidential informant/source number shall be notated. A copy of the receipt shall be maintained in the Criminal Investigations Division.

d. The Detective shall obtain the signature of a witness on the receipt form documenting the transfer of funds. Any purchase made with funds will require a copy of a receipt/invoice (for example store receipt).

e. The Detective shall turn in all receipts/invoices to the CI account custodians.

1). In the event a receipt/invoice is lost or may not be obtained due to the nature of the investigation, the Detective will write a memo to the CID Captain explaining the circumstances.

viii. Expenditures:

a. Unexpended: If all the confidential funds are returned, the account is credited. No further paperwork is required.

b. Expended: The confidential funds custodian will enter the expended amount and credit the returned amount (if any) in account ledger.

c. Supportive documentation (e.g., investigative expense receipts, buy sheets, confidential source payment receipts) must accompany the funds voucher.

ix. Expenditure Time Limits and Receipt Procedures: Within seven days (includes days-off and holiday/vacation leave) of the cash advance, the member must present to the funds custodian one of the following:

a. The unexpended funds,

b. A receipt detailing the expenditure,

c. Written notification that the supervisor had approved an extension,

d. Only a supervisor may approve an extension to the initial seven-day limit, and then only for an additional seven days.

e. After one extension, the funds will be returned and re-issued to the detective, if necessary.

x. The Process Summarized:

a. The Detective determines that a case requires the use of confidential funds and that this use fits the criteria in 2.vi.b above.

b. The Detective obtains approval to use confidential funds from the CID Captain or designee and the approval and approval amount is forwarded to the confidential funds custodian.

c. The Detective signs the disbursement log maintained by the confidential funds custodian and the custodian disburses the funds.

- d. The Detective and a witness, another sworn officer, spend the confidential funds (e.g., provide the funds to an informant in exchange for information).
 - 1). If the confidential funds are not spent, they are to be returned to the custodian in accordance with 2.viii and 2.ix above.
 - e. The Detective completes a receipt for the transaction and signs the receipt.
 - f. The receipt is signed by the witness, verifying that the transaction took place.
 - g. The receipt is signed by the CID Captain or designee.
 - h. The receipt is returned to the confidential funds custodian.
- x. Quarterly Accounting: At least quarterly, the Criminal Investigation Bureau Captain or designee shall conduct a quarterly documented accounting of the confidential informant accounts activities via IOC.

The accounting shall include a status of those funds and receipts/disbursements during the previous reporting period. These reports will document the activities of the account, cash returned/replenished, cash disbursed, cash on hand and other supporting documentation such as bank statements and ledgers.

The accounting shall be completed during the following months: April, July, October, and January. The accounting shall be forwarded to the Chief of Police. A copy of the accounting shall be sent to the Accreditation Manager and Fiscal Division. [CALEA 17.4.2.f]

3. Special Investigations Division (SID)/Gainesville Alachua County Drug Task Force (GACDTF) Confidential Informant Cash Account:

- i. The Special Investigations Division (SID)/Gainesville Alachua County Drug Task Force is responsible for the Special Investigations Division (SID)/Gainesville Alachua County Drug Task Force confidential funds account.
- ii. The positions authorized to disburse or accept returned or replenished cash for this account are:

- a. The funds custodian-SID Staff Specialist(s);
- b. SID Lieutenant; and
- c. SID/CID Captain. [CALEA 17.4.2.e]

iii. The confidential informant cash account shall be held in a secure location with limited access by the aforementioned personnel.

iv. Balance Ledger: SID shall maintain a balance sheet which indicates initial balances, disbursements, cash received and balance on hand.

v. Account Replenishment: When the initial balance of \$15,000 drops to a balance of 25% or lower, a request via the Fiscal Division to City Accounts Payable shall be completed. One of the authorized SID personnel in subsection ii, above, must first be registered as a City supplier (as "petty cash custodian," so that there are no check cashing fees imposed by the City's bank), will then pick up the replenishment check and cash it at the City's bank.

vi. Cash Disbursements: SID Detectives shall obtain supervisor approval to obtain funds. Funds shall only be distributed for specific operational expenses/needs.

a. Disbursement Criteria: [CALEA 17.4.2.c] The Bureau/Division/Unit Commander/designee may authorize the use of confidential funds only when the particular merits of an investigation warrant their use, considering factors such as:

- 1). The significance of the investigation,
- 2). The need for this expenditure to further the investigation,
- 3). Anticipated future expenditures for other investigations.

b. Individual disbursements over \$10,000.00 require the approval of the Chief of Police or designee. [CALEA 17.4.2.c]

c. The receipt book entry shall be completed with the Detective's signature and supervisor's signatures approving the disbursement. In addition, the associated case number and confidential informant/source number shall be notated. A copy of the receipt shall be maintained in the Special Investigations Division.

d. The Detective shall obtain the Confidential Informant or Confidential Sources' on the receipt form documenting the transfer of funds. Any purchased made with funds will require a copy of a receipt/invoice (for example store receipt).

e. The Detective shall turn in all receipts/invoices to the CI account custodians.

f. In the event a receipt/invoice is lost or may not be obtained due to the nature of the investigation, the Detective shall write a memo to the CID/SID Captain explaining the circumstances.

vii. Disbursement Process: The procedure for obtaining confidential funds will be established by the funds custodian. The procedure will require:

- a. Submission of requests for funds prior to payment;
- b. Submission of receipts after payment to include: [CALEA 17.4.2.d]
 - i. The amount and purpose of payment,
 - ii. The member's name,
 - iii. Informant's name or identifier, if an informant is involved,
 - iv. Information or material purchased,
 - v. Subsequent law enforcement action, if any,
 - vi. The date and case report number

xiii. Expenditures:

- a. Unexpended: If all the confidential funds are returned, the account is credited. No further paperwork is required.
- b. Expended: The confidential funds custodian will enter the expended amount and credit the returned amount (if any) in account ledger.
- c. Supportive documentation (e.g., investigative expense receipts, buy sheets, confidential source payment receipts) must accompany the funds voucher.

ix. Expenditure Time Limits and Receipt Procedures: Within seven days (includes days-off and holiday/vacation leave) of the cash advance, the member must present to the funds custodian one of the following:

- d. The unexpended funds,
- e. A receipt detailing the expenditure,
- f. Written notification that the supervisor had approved an extension,

Only a supervisor may approve an extension to the initial seven-day limit, and then only for an additional seven days.

After one extension, the funds will be returned and re-issued to the officer, if necessary.

x. Quarterly Accounting: At least quarterly, the Criminal Investigation Bureau Commander or designee shall conduct a quarterly documented accounting of the confidential informant accounts activities via IOC.

The accounting shall include a status of those funds and receipts/disbursements during the previous reporting period. These reports will document the activities of the account, cash received, cash disbursed, cash on hand and other supporting documentation such as bank statements and ledgers.

The accounting shall be completed during the following months: April, July, October, and January. The accounting shall be forwarded to the Chief of Police. A copy of the accounting shall be sent to the Accreditation Manager and Fiscal Division. [CALEA 17.4.2.f]

D. City Visa Card:

1. **Restrictions:** In conjunction with the City Policies regarding Visa purchases the Gainesville Police Department has added the following restrictions:
 - i. GPD Purchase Request Form is required for all non-travel purchases.
 - ii. The City Visa shall not be used for travel meals. For travel the City Visa shall only be used for lodging, registration, transportation and fuel.
 - iii. Flower orders are only allowed for retirements of GPD employees or a death of a GPD employee.
 - iv. **Exception:** Prior approval from the Fiscal Division may be given for exceptions.
2. **Suspensions:** If your City Visa card is suspended by the City Purchasing department for infractions and you wish to contest the suspension you may do so by writing an e-mail via your chain of command to the Commander of the Fiscal Division. If the Fiscal Division does not pursue the issue to City Purchasing you will be notified that the suspensions stands, otherwise it will be forwarded to the Purchasing department for final review.

E. Purchasing:

1. **Requests:** Requests may be initiated by any member of the Department, subject to the approval of the member's supervisor. Requests for goods or services are to be made by the Purchase Request Form (#412), to a supervisor, which shall contain the appropriate account number and a description of the goods or services (to include color, material, make, model or specific service, and an estimate of the cost).
2. **Pricing:** The Department shall obtain goods and services in the most efficient, cost- effective manner. The acquisition method shall be determined in accordance with City of Gainesville Procurement Policy found on the Cities PowerDMS website.
3. **Approval:** The member shall follow the purchasing steps as listed in Section 2, herein, and submit completed requests to immediate supervisor who will review it for general compliance with City Procurement Policy, then forward it appropriately (via the chain of command) to the Cost Center manager.

4. **Review:** After approvals via the appropriate chain, quotes and appropriate documentation shall be forwarded to the Fiscal Division, to review it for appropriate approval, completeness, and budget availability. The Fiscal Division will follow the City's procurement procedures to complete the purchase. Fiscal Division review of travel requests will be obtained prior to being forwarded to the Assistant Chief of Police.
5. **Receiving:** Ordering Department shall designate personnel who shall monitor the timely receipt of goods purchased by the Department, ensuring that contractual provisions are met.
6. **Vendor Relations:** The Fiscal Division is responsible for vendor relations and activity. Selection of vendors is based upon a need for the goods or services offered by the vendor, the quality of goods and services, competitive prices, availability, and other contractual terms and conditions.

The initiating department must ensure vendors who would like to do business with the City, have an updated Vendor Application, Electronic Funds Transfer Form, Form W-9, and voided check or bank letter on file with the City Purchasing Department.

The initiating department may retrieve Vendor Application Packet from GPD Intranet Fiscal Forms. After completion of the Vendor Packet, the vendor can forward documents to Fiscal Division at: DG_GPD_FISCAL@cityofgainesville.org. Fiscal Division will review for accuracy, complete Vendor Checklist and enter the information into Workday.

The initiating department shall notify Fiscal of any changes in vendor information (address, name, contacts, emails, etc), even if there is an existing contract, vendor information must remain updated at all times. Outdated information may cause delays in the procurement and/or payment process.

City procedures require an attempt to be made to obtain and document at least three responsive quotations including one from a certified small and/or service-disabled veteran business, if it exists, for all items purchased over \$5,000 and less than \$50,000. Contact the Local Small Business Procurement Program Director to obtain a list of available vendors (*In Accordance with City of Gainesville Procurement Policy*,

The City Purchasing Department shall maintain complete and accurate files of all vendors.

F. Federal Equitable Sharing Program:

1. **Program Basis:** The Gainesville Police Department assigns members to work with the local DEA office on joint narcotics investigations, and therefore, participates in the Department of Justice's Equitable Sharing Program.

2. Limits on Participation: Participation in the program is limited to cases the Department participates in regardless of the level of participation. On a case-by-case basis, the GPD case agent is responsible for completion of the DAG-71 form requesting equitable sharing dollars.

3. Separate Account Required: Because Federal equitable sharing funds cannot be co-mingled with other funds, the Department has established a separate account (1109) to track and monitor Federal Equitable Sharing fund activity.

4. Reporting Requirements:

- i. On an annual basis, the Gainesville Police Department submits the following information to the Department of Justice in accordance with federal reporting Requirements:
 - a. Federal Equitable Sharing Agreement; Federal Annual Certification Report due within 60 days of the close of the Department's fiscal year (on or about Dec 1st). This report is completed by the Analyst Lead in collaboration with the Accounting division of the City's Department of Financial Services.
 - b. An annual audit, if the agency receives more than \$100,000 during the fiscal year, or maintains more than \$100,000 in its federal forfeiture account during the fiscal year. The annual audit report is due 180 days after the close of the agency's fiscal year. This is completed by the City's Department of Financial Services.
- ii. A copy of the above reports will be sent to:
 - a. Asset Forfeiture Money
 - b. Laundering Section
 - c. Criminal Division
 - d. U.S. Department of Justice
1400 New York Avenue, NW
Bond Building, Room 10100
Washington, DC 20020
- iii. The Chief of Police and the City Manager, as representatives of the agency and the governing body must sign both the Federal Equitable Sharing Agreement and the Federal Annual Certification Report.

The representative of the governing body must sign the report because equitably shared funds may only be used to increase not supplant the resources of the receiving agency.

5. Guidelines for Federal Forfeiture Fund Expenditures:

- i. General Guidelines:
 - a. Interest on forfeited cash is subject to the same use restrictions.

- b. The agency cannot anticipate the receipt of forfeited funds.
- c. Generally, funds should be expended within two years from the date of receipt.

ii. DAG-71 [Federal Asset Forfeiture Sharing Request Form]: The department must specify on the DAG-71 what uses will be made of the shared property (funds). Any departure from stated uses must be approved in writing by the federal decision-maker or the Asset Forfeiture Office, Criminal Division, unless the use is already permitted (as outlined below).

iii. Approved Uses: Proceeds and interest earned from Federal forfeiture proceedings shall be used in accordance with July 2018 Guide to Equitable Sharing for State, Local, and Tribal Law Enforcement Agencies and any related Presidential Executive Orders or Federal Statutes.

iv. Impermissible Uses of Federal Forfeiture Funds: Forfeiture funds shall NOT be used for:

- a. Payment of salaries for existing positions;
- b. Use of forfeited property by non-law enforcement personnel;
- c. Payment of non-law enforcement expenses such as drug testing for non-law enforcement personnel;
- d. Uses contrary to state or local laws;
- e. Uses contrary to Presidential Executive Orders and Federal statutes;
- f. Non-official government use of shared assets (political / personal);
- g. Extravagant expenditures (appearance of waste or impropriety);

6. Procedures to Request an Expenditure of Forfeited Funds: Prior to submission of a request for expenditure of contraband funds, Bureau/District Commanders will contact the Analyst Lead to determine if funds are available. If funding is available, the following shall occur:

7. Anticipated capital improvements and equipment needs [CALEA 15.1.3.d].

These will be identified via collaboration with relevant department heads. Increment requests from department heads and capital improvement recommendations will be sent to the City of Gainesville, via fiscal year audit for consideration.

- i. The respective commander will submit the request in writing to the Office of the Chief of Police, providing sufficient documentation detailing conformance to the fund's guidelines. The written request should include, but not be limited to:
 - a. Detailed description and purpose of the program / equipment requested;
 - b. Projected implementation date and anticipated duration;
 - c. Detailed cost projections for any equipment, to include a minimum of one preliminary bid;
 - d. Outline showing conformance to policy guidelines.
- ii. Once the Analyst Lead reviews the request to ensure program conformance, required documentation, and funds availability, it will be submitted to the Chief of Police for review. The Chief will either agree or disagree with the request to spend the funds.
- iii. Funds may only be expended upon request of the Chief of Police through City government by the following process. Each subsequent step is dependent upon approval at the prior level of review:
 - a. The Chief reviews the request and makes a determination to expend forfeiture funds.
 - b. Request is reviewed with City Manager.
 - c. Agenda Item is completed.
 - d. Request is placed on City Commission Consent Agenda. (There will be times a Commissioner pulls the item from the Consent Agenda to ask questions.)
 - e. Funds are appropriated and budget lines established.
 - f. Funds are expended in accordance with agenda item.

By Order of

*Signed Original on File in the
Accreditation Unit*

**Nelson Moya
Acting Chief of Police**



Purchase Request (PR) Form
Gainesville Police Department

545 NW 8th Avenue, Gainesville, FL 32601

P O Box 1250, Station 50, Gainesville, FL 32601

Tax Exempt Number - 85-8012621596C-9 Federal ID Number 59-6000325



DATE:

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REQUISITION TYPE:

--

CARDHOLDER
NAME:

--

REQUESTED BY:

--

SPEND CATEGORY:

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LAST 4 DIGITS OF
CARD #:

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SUPPLIER:

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REQUISTION #

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WORKTAG:

--

FUND:

--

SHIP-TO-ADDRESS

WORKTAG NAME:

--

COST CENTER:

--

REQUESTED
DELIVERY DATE

TRANSACTION #:

--

QUOTES REQUIRED ?

--

QUOTES & PRICING
ATTACHED

--

RECEIPT #

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MEMO:

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ITEM DESCRIPTION	QUANTITY	UOM	UNIT PRICE(S)	EXTENDED PRICE(S)
				-
				-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
			-	-
Total:			-	-

REQUESTOR'S SIGNATURE:

SUPERVISOR APPROVAL:

FISCAL'S APPROVAL:

**PLEASE FORWARD COMPLETED FORM TO FISCAL AND ANY RELATED DOCUMENTS ASSOCIATED WITH THIS PURCHASE FOR REVIEW
AND APPROVAL (IOC'S QUOTES, PACKING SLIPS, TERMS AND CONDITIONS, INVOICES, CONTRACTS, ETC.)**