

 Kinston Police Department	<u>POLICY: Purchase Requests</u>						<u>POLICY #:</u> 100-6
	<u>NCLEA Standards:</u>						
	<u>CALEA Standards:</u>						
	<u>NCLM Standards:</u>						
<input type="checkbox"/> New <input checked="" type="checkbox"/> Revised	Revision Dates:	01/01/21	01/06/25				<u>Effective Date:</u> 07-01-2019
Approval: Chief of Police							

I. PURPOSE AND SCOPE

The purpose of this policy is to establish a procurement system to be used by all personnel.

II. POLICY

A Purchase Request Form is a City of Kinston document which is drafted in order to make a request for the purchases of goods. The form filled by staff members of the organization and approved by an individual holding a senior position in the organization.

III. PROCEDURE

- A. A Purchase Request Form will be used by personnel when requesting any item.
- B. Personnel will fill out the top portion of the form with the date, name, justification for request and division making the request. A preferred vendor may be utilized by including the name and telephone number of the vendor.
- C. A description of each item should be completed with quantity, size and color (if applicable). Equipment number should be included if request is for personal equipment.
- D. All personnel will submit their individual request to their immediate supervisor, who will then forward the request through the appropriate chain of command to the appropriate Major.
- E. The Major will approve or deny the request; if approved, recommend the appropriate account number and submit to the Chief of Police for final approval.
- F. After the Chief of Police's approval, the Purchase Request Form is given to the Administrative Manager for procurement of a purchase order number and may be ordered by the Administrative Manager or designee.
- G. Items should be received by the Administrative Manager or designee.
- H. Request forms which have been denied will be returned to the originator of the form so that personnel will be apprised of the status of the request.