



**Chapter:** Uniforms and Equipment  
**Subject:** 04-02 – Requisitioning Supplies and Equipment  
**Effective:** April 19, 2022  
**Supersedes:** Official Order 23, Section 23.9, dated May 12, 2021  
**Distribution:** Department Members

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**PURPOSE:** This Order establishes department policy related to requisitioning supplies and equipment

**04-02-1 SUPPLIES AND EQUIPMENT NOT STOCKED BY THE DEPARTMENT**

Due to the complexity of the purchasing process please see the Purchasing Unit's website for guidelines and procedures.

**04-02-2 SUPPLIES AND FORMS STOCKED IN THE DISTRIBUTION CENTER**

A. Distribution Center Supplies and Printed Forms

- (1) The Management Services Section maintains a supply of uniforms, equipment, flares, ammo, and printed forms in the Distribution Center. The Distribution Center Catalog lists the items issued by the Distribution Center.
- (2) Through quantity purchasing, these items cost less than similar items purchased locally. Items listed in the Distribution Center Catalog shall not be purchased locally except as required to meet immediate emergency needs. See written directives related to cash box for limits on expenditures using imprest cash funds.

B. Requisitioning

- (1) The Distribution Center Requisition, ADM-001, shall be used to order supplies and forms from the Distribution Center. When completing the ADM-001 form, fill out all fields and click submit. Make sure to obtain an order number and print a copy.
- (2) Telephone or fax requests for supplies will not be filled. For extreme emergencies, contact the Distribution Center directly.

C. Unavailable Items

Items unavailable at the time of requisition will be placed on backorder. Packing slips will be forwarded to work locations with the backorder number.

**D. Items Returned for Credit**

- (1) Items being returned to the Distribution Center for credit shall be clearly marked, indicating the location. The returned items shall be accompanied by an ADM-070 to receive credit.
- (2) Worksites returning stock shall only be credited for currently stocked items which can be reissued.

**04-02-3 QUARTERMASTER**

- A. The Quartermaster is located at the Michigan State Police Training Academy and open during normal work hours, Monday through Friday. Members are encouraged to contact the Quartermaster prior to arrival, state the nature of their business, and ensure proper supplies are available.
- B. The Quartermaster issues all firearms, badges, and tasers. Additionally, the quartermaster is responsible for ordering and distribution of soft body armor and CCAV vests.
- C. The Quartermaster is responsible for facilitating warranty claims on firearms, tasers, and body armor.
- D. The Quartermaster Unit shall be contacted for information regarding repairing weapons. When these items are dropped off at the Quartermaster Unit, a completed Weapon Repair Tag, TD-008, shall be attached to the weapon listing the repair needed.
- E. Weapons turned in to Quartermaster for replacement, repair, or retirement shall be clean and unloaded. The Quartermaster shall be the sole distribution and return site for weapons assigned to members or work units.
- F. Members wishing to retire shall contact the Quartermaster and schedule an appointment to turn in all issued equipment, weapons, and badges.

**04-02-4 PRINTING**

Requests for printing and associated services shall be forwarded to DTMB Printing Services on a DTMB-0598 form.

**04-02-5 VEHICLES**

- A. Requests for additional vehicles shall be submitted on interoffice memorandum through channels to the bureau commander. Final authorization requires approval of the Director according to an agreement between this department and the Motor Transport Division of the Department of Technology, Management, and Budget. Requests approved by the Director shall then be forwarded to Purchasing for processing.
- B. Vehicles shall be replaced according to procedure manual related to department vehicles.

**04-02-6 VEHICLE SUPPLIES**

Vehicle supplies, such as tires, motor oil, headlights, etc., shall be ordered or purchased according to procedure manual related to department vehicles.

DIRECTOR

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**Annual Review Responsibility:** Grants and Community Services Division

**Accreditation Standards:** CALEA 41.3.2