



ADMINISTRATIVE MANUAL

ADM-430 – PURCHASING AND REQUISITIONING

Amends/Supersedes: ADM-430 (09/27/2021)

Date of Issue: 03/18/2024

I. GENERAL

- A. Purchasing Cards (P-Cards) allow the City of Newport News to procure small-dollar goods and services. Generally, P-Cards can be used for items that are \$5,000 or less.
- B. Items and services costing more than \$5,000.00 must be requested through the City's Purchasing Department by submitting a purchase request through the chain of command. If the request is approved, the Police Department's Financial Management Division or other designees will enter it into MUNIS to be processed by Purchasing.
- C. The Department will maintain a central stockroom, maintained by the Logistics Division, in which office supplies, forms, and other high-volume items can be requisitioned. The central stockroom's normal hours of operation are 0730 - 1630 hours, Monday through Friday. [17.3.1 (b)]

II. PROCEDURE

A. P-Card Purchases

See Also: [City's P-Card Policy & Procedure](#)

- 1. If items or services to be purchased are \$5,000.00 or less, the individual desiring to obtain the items or services must:
 - a. Indicate whether the items purchased are under an established City or cooperative contract.
 - b. Contact vendors to determine the best price for the items desired. Shopping is recommended but not mandatory if the purchase price is \$2,500 or less. If the initial price quoted seems high, the item should be shopped. If the purchase price is between \$2,501 and \$5,000 (to include the cost of air travel and rental vehicles), four price quotes are required, including two quotes from small, woman, and minority-owned (SWAM) businesses, if possible. During any purchase process, consideration should be given to the price of the item, the service provided during and after the purchase, and the proximity of the vendor when determining a recommended vendor. [17.3.1(c,d)]
 - c. Sole source P-Card purchases (those over \$2,501 and less than \$5,000) may be made if only one source of goods or services is available.
 - d. The Department representative must provide an appropriate purchase charge code after ensuring adequate funds are available.
- 2. Upon receiving the request, commanders will: [17.3.1(a)]
 - a. Approve or disapprove the request.
 - b. If approved, the request will be purchased by an authorized P-Card holder per the P-Card SOP and the City's P-Card Policy & Procedure.

B. Purchase Orders

The purchaser must obtain a purchase order, working through the Financial Management Division, before committing to any purchase.

- 1. Individuals must submit a written request or e-mail. It will be forwarded through the chain of command to the appropriate Assistant Chief of Police and will include the following information:
 - a. Quantity;
 - b. Product description;



- c. Specifications;
 - d. Date needed;
 - e. Unit cost;
 - f. Suggested vendor;
 - g. A contact who can provide detailed information on the items sought (provide: name, e-mail & phone number(s));
 - h. One vendor quote for the item;
 - i. Charge code;
 - j. Delivery location; and
 - k. Unit to which the item will be assigned.
2. If more than one vendor has been contacted, submit a statement along with the request that provides the following information for each vendor contacted:
 - a. Name of the vendor;
 - b. Date of contact; and
 - c. Reason for contact, along with pricing information if obtained.
 3. Sole Source Purchases – Sole source purchases through a purchase order must follow City policy guidelines. All sole source purchase requesters must submit a City "Sole Source Request Form." (To obtain this form, contact the Financial Management Division.)
 4. The appropriate commander will review the request and then forward it to the Financial Management Division, which will verify funds are available for the request. The Financial Management Division Manager forwards the request to the Chief of Police for final approval.
 - a. Computer Equipment and Software
 - 1) Requests to purchase computer equipment and software will be forwarded to the Information Technology Unit. The Information Technology Unit will review all requests for possible submission to the City's Information Technology Department's Information and Technology Steering Committee (ITSC) for consideration and approval.
 - 2) The following items are exempt from review by the ITSC. They may be purchased on a P-Card or purchase order, as approved through the chain of command and after the review and concurrence of the Information Technology Unit:
 - a) Keyboards;
 - b) Monitors;
 - c) Hard drive replacements and maintenance items to replace existing computer equipment;
 - d) Emergency purchases authorized by the Director of Purchasing or designee; and
 - e) Communication devices such as cellular phones, telephones, or PDAs.
 5. Computer equipment and software requests approved for purchase will be processed per the normal purchasing processes detailed elsewhere in this policy.
 6. Financial Management Division personnel will enter the request into MUNIS and forward supplementary information to the Purchasing Department when it cannot be entered into MUNIS.
 - a. The Purchasing Department will process the requisition, solicit bids where appropriate and issue a purchase order to the vendor selected to provide the requested goods or services. As such, there are special considerations that must be followed:



- b. Status inquiries on a purchase requisition will be directed to the personnel working on the purchase;
 - c. If additional information from the City's Purchasing Department is needed, only those designated on the commander's written requisition request will contact Purchasing.
 - d. No employee will contact a vendor regarding a purchase once a requisition has been submitted unless the City Purchasing Department expressly authorizes it.
7. All rental agreements (i.e., equipment, facility use, vehicles, etc.) must be submitted to the City Purchasing Department before an employee engages in a rental agreement.

NOTE: This does not include vehicle rental during approved travel/training.

C. Check Requests

Check requests for items such as payment for travel-related costs, rental and utility costs, or any payment necessary on a check request must be approved through the chain of command. Check requests will be approved by the Financial Management Division and forwarded to the Chief of Police or designee for final approval. The request will then be sent to the Accounting Specialist for processing.

D. Requisitioning and Distribution of Forms and Supplies

1. Individual units must submit requests for forms and supplies through their chain of command on a Forms/Supply Request (NNPD [Form #14](#)).
2. The Forms/Supply Request will be submitted to the Logistics Division during operating hours. The request will be filled at that time. In the case of large orders, the orders will be filled and delivered.

III. INITIAL ACQUISITION, NEW ASSETS

- A. After the purchase of a new Department asset valued at \$500 or more (see [ADM-515 Department Asset Inventory and Control](#)) using a City Purchase Card (P-Card) or through the City requisition process, the equipment must be processed by the Logistics Division Manager, or designee, who shall:
 1. Verify the received equipment against the purchase order;
 2. Assign the item an asset number and affix an asset number sticker to the item (except as otherwise provided for in Section II.E.);
 3. Obtain specific information regarding the asset's intended location and personnel to whom the item is to be assigned;
- B. The Logistics Division shall be responsible for receiving and issuing the asset and updating that area's asset database.
- C. P-Card holders who purchase and take direct possession of an asset shall:
 1. Annotate the purchase on their P-Card log sheet;
 2. Provide all identifiable information about the asset to their area's inventory member, who shall:
 - a. Ensure the asset is logged into the area's database;
 - b. Notify the Logistics Division to update the Department's master inventory.

Steven R. Drew
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