


<b>POLICY 110.2</b>	<b>PURCHASING PROCEDURES</b>	
	REVISED: 9/97, 10/01, 07/05, 09/06, 7/08, 02/09, 02/12, <b>03/18</b>	RELATED POLICIES:
	CFA STANDARDS: <b>Chapter 5</b>	REVIEWED: AS NEEDED

**A. POLICY**

It is the policy of this Department that all requests for purchases, including those pursuant to grants, be approved through the respective unit, division or bureau chain of command prior to submission to Police Finance for final review and action. This is to insure that all purchasing rules and City Ordinances are followed.

**B. OVERVIEW**

1. Purchases may be accomplished in several ways, which are guided by the amount of the purchase as well as the funding source. Prior to making any purchase, it is the requestor's responsibility to determine whether funding exists in their unit's budget to pay for the item/s. If funds are not budgeted, alternative approved funding must be identified.
2. Capital outlay items are any non-consumable items with a normal life expectancy of one year or more and a minimum value of \$1,000. Capital outlay funds must be available (in your current budget) to purchase such items. If capital outlay funds are not available, the Police Finance Office must submit a supplemental capital outlay form (indicating fund source) along with the purchase requisition.
3. Most items can be obtained directly from, a local vendor, current contracts or through informal and formal bid procedures.
4. In accordance with §. 112.313 (3) Florida Statute, the City/Police Department shall not directly purchase, rent or lease any goods, training classes or services from any person or business entity in which a city employee or the employee's spouse or child has a material interest.

**C. GENERAL PURCHASING PROCEDURES/TERMS/GUIDELINES**

1. Requested items or services covered by a valid City of Fort Lauderdale contract must be obtained from the vendor holding the contract. Contact the Police Budget and Finance Division to determine if a contract exists.
2. Items may also be obtained from any current Florida State Contract or the current contract of any government entity, with the permission of that entity and the concurrence of the City's Procurement Division in association with the Police Budget and Finance Division. The latter is known as "piggy-backing."
3. Police Finance may use petty cash for local purchases under \$80. The City is tax exempt - do not pay sales tax, as there will be no reimbursement. The City's

Federal Tax ID number is 59-6000319. The State of Florida Consumer Certificate of Exemption is 85-8013875578C-1.

4. Any department member issued a City credit card (P-Card) must adhere to all purchasing procedures set forth in City Policy 9.13.
5. One time purchases for less than \$5000 can be made without obtaining three bids. This directive shall not be circumvented by splitting a cost of \$5000 and over into smaller amounts. For purchases less than \$5000, a purchase card or PO from Police Finance must be utilized. If recurring purchases of the same item within the fiscal year total \$5000 or more, three bids will be required (See section D). Examples would be veterinarian bills for the K-9 Unit or horse feed in the Mounted Unit.
6. Emergency purchases of items \$5000 and over may be made with the approval of the Chief of Police with the concurrence of the City Manager outside of normal business hours. However, justification must be submitted in writing to Police Finance on the first work day following the purchase in order to complete a Purchase Requisition. If the emergency purchase exceeds the current Commission threshold approval amount (\$100,000), then the Commission must be advised of the emergency purchase at the next available Commission meeting.
7. "Sole Source" or "Proprietary" items must meet the following criteria:
  - a. It is the only item that will produce the desired result or fulfill the specific need.
  - b. There are no alternatives.
  - c. The item is available from only one source. It does not mean the only one known to you.

Lists of vendors are available from the Police Budget and Finance Division. "Sole Source" and "Proprietary" purchases \$5000 and over must be approved by the Police Business Manager.

8. If goods or services are expected to cost \$5000 and over, consult the Police Budget and Finance Division before proceeding.
9. If the cost will be \$ 25,000 and over, a formal, competitive solicitation must be done. Failure to conduct a formal solicitation for purchases \$25,000 and over will result in a second solicitation being completed. Contact the Police Budget and Finance Division for assistance. A good rule of thumb is to contact Police Finance at least 60 days before the item is needed to allow time for processing the bid.
10. Purchases or contract awards amounting to \$100,000 or more must be approved by the City Commission. Commission agenda memos and backup documentation

are required. The Police Budget and Finance Division will assist with these purchases and procedures.

11. For the purchase of products that are to be funded by grant monies, contact the Public Safety Grants Manager. The procedure for using grant monies for purchasing is the same as listed above, except that employee p-cards cannot be used and all required documentation is forwarded to the Public Safety Grants Manager's Office and not to Police Finance.

**D. SUBMISSION OF PURCHASE REQUISITIONS (ABOVE \$5,000 AND LESS THAN \$25,000)**

All requests for items requiring the preparation of a Purchase Requisition, such as capital items, purchases \$5000 and over and emergency purchases, shall be submitted to Police Finance on an Informal Quotation Form (available on the FLPD Network User Share and a Purchase Request Form available from Finance.

1. Complete an Informal Quotation Form
  - a. List the three vendors and include their names, addresses and telephone numbers. Indicate whether any of the three were minority/women owned business enterprise (M/WBE) vendors. City policy requires at least one of the three be a M/WBE.
  - b. Include the quantity and description of merchandise requested.
  - c. The person securing the quotes shall be listed and he or she must sign the bottom of the form.
  - d. Submit both a hard copy and electronic copy to Police Finance.
  - e. If vendor is a sole source provider, complete and submit a Proprietary Quotation Form in lieu of an Informal Quotation Form (available on FLPD Network User Share. Justification must be detailed and "Sole Source" documentation should be obtained from the vendor whenever possible.
2. Complete a Purchase Request Form
  - a. Include the quantity and description of merchandise.
  - b. List the name, address, telephone and e-mail address of the recommended vendor.
  - c. The form must contain an approval signature from the person overseeing the affected budget.
  - d. Submit the signed form via email to Police Finance at [pdfinance@fortlauderdale.gov](mailto:pdfinance@fortlauderdale.gov).

3. If using a new vendor, you must have the vendor complete a “Vendor Registration Form” located on the FLPD Network User Share and a W-9 Form. Once completed, submit all forms to Police Finance.
4. Attach the three quotes (hard copies) to W-9, Purchase Request Form, Informal Quotation Form and submit to Police Finance.

**E. PURCHASES UNDER \$5000**

1. Purchase Cards (P-Cards)
  - a. The purchase card cannot be used for any personal use.
  - b. Charges for purchases shall not, under any circumstances, be split to stay within the single purchase limit.
  - c. All card holders must comply with the procedures as outlined in City Policy 9.13.
  - d. Supervisors are responsible for reviewing the statements of all p-cardholders and to ensure the total expenditures does not exceed their respective budget.
  - e. See below for payment and submitting process and responsibilities.
  - f. Prior to making any non-emergency P-Card purchases, you must submit an approved Purchase Request Form to Police Finance.
  - g. Emergency P-Card purchases must be authorized by a supervisor and a purchase request form submitted via email to Police Finance the next business day.
2. Requisition

For purchases requiring payment via check complete a Purchase Request Form and submit to Police Finance in order to obtain a requisition number.

**F. PAYMENT PROCESS/RESPONSIBILITIES/OVERSIGHT**

1. Purchase Card-POs
  - a. The cardholder will obtain the customer copy of all sales slips.
  - b. All receipts will be compared to the monthly Statement of Account in order to ensure absolute accuracy.
  - c. If accurate, the sales slips will be attached to the monthly statement which will be legibly signed, dated, and marked “Ok to pay.”

- d. The approved statement package will then be forwarded to the cardholder's supervisor for concurrence. The supervisor will indicate his approval by legibly signing, dating and marking "Ok to pay" on the monthly statement before forwarding to Police Finance.
- e. If a dispute regarding charges, sales tax, or received merchandise is found, contact Police Finance.

2. Contracted Vendors

- a. Invoices from contracted vendors are sent directly to the City's Finance Department. Therefore, it is possible for payment to be remitted prior to the invoice being reviewed by the unit or employee that requests the service. Therefore, it is imperative that the receipt/invoice be reviewed by the employee/supervisor and returned to Police Finance within five days of receipt.
- b. It will be the responsibility of the employee requesting the work to ensure accuracy of the invoice. This means that the employee should ensure the problem was satisfactorily repaired/corrected. The officer or employee requesting the work will legibly sign, date and mark "Ok to pay" on the invoice.
- c. Supervisors should periodically monitor established policies and procedures to ensure adequate internal controls to detect and prevent financial errors.