



**Maryland-National Capital Park Police
Prince George's County Division**



DIVISION DIRECTIVE

TITLE PURCHASING PROCEDURES			PROCEDURE NUMBER PG734.0
SECTION Administrative Procedures	DISTRIBUTION A	ISSUE DATE 02/08/10	REVIEW DATE 02/01/13
REPLACES PG734.0 "Purchasing Procedures", issued 07/01/04			
RELATED DIRECTIVES PG301.0	REFERENCES CALEA 17	AUTHORITY Larry M. Brownlee, Sr. – Division Chief	

I. PURPOSE

This directive establishes policy and procedures for the purchase of goods or services that require the expenditure of Division funds.

II. POLICY

This Division's policy is to provide its employees with those goods or services that will enable them to effectively fulfill the Division's goals and objectives. It is also this Division's policy to strictly adhere to the purchasing rules and procedures established by the Commission and to those principles of sound fiscal management necessary for the efficient operation of the Division. The procurement of all Division-owned property is the responsibility of each Area Operation within the Division. The Property Specialist/Fixed Asset Coordinator is responsible for the accountability of all Division-owned property and its distribution to authorized users.

III. ETHICAL STANDARDS

This Division recognizes its public trust to preserve integrity and implement this policy by prescribing to a high standard of ethical conduct. To foster public confidence we require that our employees discharge the procurement function with strict adherence to the Commission standard (Practice 4-10, "Purchasing"). An employee may not participate directly or indirectly in a procurement action in which a conflict of interest may exist or where they may realize personal gain. Therefore, this Division will not

enter into any contracts for purchase of goods or services with its officials or employees or their spouses, parents, minor children, brothers or sisters, or with any entity in which they may have an interest or association, direct or indirect. Compliance with this policy is required of all participants in the procurement process as representatives of the Commission.

IV. DEFINITIONS

- A. Petty Cash – Generally used for all purchases of goods or services costing \$200 and less. The Commission’s “Petty Cash Requisition” form is uniformly used for all such transactions and set procedures are in place for approval/non-approval of all such requests. The form includes the following information:
1. Requestor’s signature, Department/Division, date of request;
 2. Description/justification goods or service;
 3. Itemized and total expenditures;
 4. Budget account code;
 5. Attachment of all supporting documentation; and
 6. Signature of person receiving funds.
 7. Approval and signature of Division Chief.
- B. Check Request – Used for all purchases of goods and services costing more than \$200 and when a vendor/supplier will not accept either cash, purchase card or a field purchase order. Only a check request can authorize a contract-related payment.
- C. Field Purchase Order – Used for purchases, \$5,000 and less, other than when made by check request or purchase card. Some use restrictions are as follows:
1. Personal services;
 2. Professional services;
 3. Capital Outlay items;
 4. Service agreements; and
 5. Commodity or service requiring formal written contracts.
- D. Purchase Requisition – Used for purchases over \$5,000, and to initiate Blanket Purchase Orders.
- E. Blanket Purchase Order – Used for multiple purchases of small dollar amounts purchased over several months within a fiscal year. The blanket purchase order will be issued for no less than \$500 and no more than \$20,000.
- F. Purchase Card – Visa credit card to purchase small dollar items, \$3,000 or less, that do not require a contract.
- G. MFD Vendor – Any business principally owned by a minority, female or disabled person.

V. MATERIALS REQUEST PROCEDURES

- A. A Materials Request Form will be completed by Division employees requesting any goods and services. The following information will be included for all such requests:
1. area operation name, date of request;
 2. Purpose/ justification of the expenditure;
 3. A specific description of the good(s) or service(s) requested;
 4. Quantity required;
 5. Price (unit and total);
 6. Vendor name, address and telephone numbers;
 7. Signature of the requestor; and
 8. Attach all necessary supporting documents.

Whenever possible, all employees are encouraged to utilize certified MFD Vendors.

- B. The requestor will forward the completed Materials Request Form through his/her chain of command for approval.
- C. The Area Operations Assistant Chief and/or Manager will approve the Materials Request and forward it to the Fiscal Affairs Manager for his/her approval before it is routed to the Division Chief. The Division Chief will:
1. Approve the request; or
 2. Disapprove the request.

All requests approved will be signed and sent back to the Fiscal Affairs Manager. Disapproved requests will be returned to the requestor, via the Fiscal Affairs Manager

VI. PURCHASING PROCEDURES

- A. Fiscal Affairs Manager, will:
1. Review incoming Materials Request Forms;
 2. Approve any requests for specific vendors/items;
 3. Verify budgeted fund availability;
 4. Approve or affix budget account coding;
 5. Review for compliance with purchasing regulations and process the appropriate purchasing document; and
 6. Forward all reviewed and approved Materials Request Forms to the Division Chief for final approval and signature.
- B. The Fiscal Affairs Manager will attempt to complete any necessary research within five (5) working days upon receipt of the Materials Request Forms for amounts \$5,000 and under. For amounts from \$5,001 to \$25,000, a period not to exceed three (3) weeks shall be allotted to complete the formal bid notification

process and to research a qualified MFD Vendor in compliance with the Commission's Anti-Discrimination Program. The Fiscal Affairs Manager shall advise the Area Operations Assistant Chief submitting the Materials Request if the time period is insufficient for research purposes.

- C. Upon receipt of an approved Materials Request Form, the Fiscal Affairs Manager, shall evaluate the possibility of utilizing an MFD Vendor to provide the goods or services requested; will attempt to locate a qualified MFD Vendor from the on-line computerized MFD Directory, Commission's listing, MFD Coordinator, or other source; and research non-MFD prices to ensure compliance with the 5% MFD price preference.
- D. Once a qualified and acceptable vendor has been located, the Fiscal Affairs Manager may amend the following information on the Materials Request Form:
 - 1. Vendor's name, address, telephone number, and the name of any contact person;
 - 2. Vendor's MFD status. If MFD Vendor is not certified, the Fiscal Affairs Manager shall notify the Commission's MFD Coordinator to begin the process for certification;
 - 3. Cost (including MFD credit, if applicable);
 - 4. Assign budget account codes; and
 - 5. Any additional information, such as delivery time, special instructions, and shipping costs/terms.
- E. If significant changes in the original request have occurred or the request was approved pending cost analysis or budget code change, the completed Materials Request Form will be returned to the submitting Area Operations Assistant Chief and/or Manager for review and approval before further processing.
- F. All completed Materials Request Forms with supporting documents, will be forwarded to the Division Chief. The Division Chief will then approve or disapprove the request.
 - 1. All disapproved Materials Request Forms will be returned to the Area Operations Assistant Chief and/or Manager with appropriate comments, via the Fiscal Affairs Manager.
 - 2. All approved Materials Request Forms will be forwarded to the Fiscal Affairs Manager for research, preparation of the appropriate purchasing document with any additional supporting documents, and returned to the Division Chief for final approval and signature within five (5) work days. Additional documents may include, but are not limited to, M-NCPPC Procurement Data Sheet, price quotes, waivers, letters or specifications.
- G. After final approval and signature from the Division Chief the Fiscal Affairs Manager will:

1. Review all documents;
 2. Prepare purchasing document where applicable; and obtain required signatures;
 3. Distribute the copies of the purchasing document;
 4. Enter the information into the appropriate database;
 5. File the remaining documents in a suspension file pending return of the packing slip from the Property Specialist, and/or notification of receipt of goods and services; and
 6. Forward the original Materials Received Report (MRR) with supporting documents to Finance/Accounts Payable for vendor payments.
- H. All goods and services will be shipped to Park Police Headquarters, Riverdale, to the attention of the Property Specialist, with the following exceptions:
1. Large or heavy items may be shipped directly to the location of use.
 2. Subscriptions and publications may be sent directly to the requestor who will notify the Fiscal Affairs Manager when these items are received.

VII. RECEIPT OF MATERIALS

- A. In the case of those items listed in Section VI. H., above, it is the responsibility of the requestor to notify the Property Specialist when these items are received.
- B. For contracted goods and services, the requestor will notify the Fiscal Affairs Manager when the goods and services have been satisfactorily provided so that payment may be authorized.
- C. Goods and services to be picked up at the vendor's place of business require a receipt from the vendor signed by both a representative of the vendor and the person picking up the goods/services. This receipt shall be returned to the Property Specialist who will forward to the Fiscal Affairs Manager. All pick-ups of goods/services must have the prior authorization of the Property Specialist.
- D. All goods and services that are received at Park Police Headquarters will first go to the Property Specialist. Other employees may sign for deliveries if the Property Specialist is not available.
- E. Upon receipt, the Property Specialist will review the original purchasing document and compare it to the goods/services received as well as any packing slip enclosed. Any discrepancy will be immediately reported to the vendor. Additionally, the Property Specialist will:
1. Document serial numbers where applicable.
 2. Return supporting documentation to the Fiscal Affairs Manager certifying that the goods/services have been received; and
 3. Disseminate the goods/services to either the requestor or store them for future use.

- F. It is the responsibility of the Property Specialist to maintain all stored items of Division-owned property in a state of operational readiness.
- G. The Fiscal Affairs Manager will send the Materials Received Report to the Finance Department, Accounts Payable Section for payment. The Fiscal Affairs Manager will then match the originator's copy with the suspension copy of the purchase document and file it in the vendor file.
- H. It is the responsibility of the Fiscal Affairs Manager to resolve billing questions with vendors; and the responsibility of Accounts Payable to expedite the payment of purchase documents.
- I. In accord with M-NCPPC Practice #3-14, "Accounting for Commission Real and Personal Property", the Finance Department is responsible for maintaining the Fixed Asset Register for all real and personal property items with a useful life of one year and a unit cost of \$5,000 or more. After entering items into the register Finance personnel will forward inventory control stickers to the Property Specialist to be attached to each item. The Finance Department Audit Section is responsible for annual inventories of fixed assets.

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Signed Copy on File