

## DIRECTIVE 17.3 PURCHASING

<b>Issue Date: 04/24/2020</b>	<b>By Order of Chief of Police</b>
<b>Rescinds: (Issue 06/26/2018)</b>	<b>CALEA Standards Referenced: 17.3.1</b>
<b>Pages: 3</b>	

**This directive consists of the following sections:**

### **[17.3.1 Requisition and Purchasing Procedures](#)**

#### **POLICY & PROCEDURE**

The department shall make purchases within the guidelines set forth by the Board of Trustees as governed by state law. Each expenditure by the Miami Township Police Department of police district funds shall be through a numbered purchase order.

The Chief of Police shall designate an employee with the Fiscal Management responsibilities of the department. It shall be the responsibility of the designee to obtain the best quality, price and service for items purchased by the Miami Township Police Department. The designee will be responsible for developing specifications for items requiring standardized purchase or which may be subject to bid.

### **17.3.1 Requisition and Purchasing Procedures**

#### **Standardized Purchases**

Purchase requests shall be submitted to the Fiscal Management designee via email. Purchase requests shall contain a complete description of the item or service to be acquired and the unit price. Should a new vendor be requested, the vendor's name, address, telephone number and contact person must be included in the purchase request.

The designee shall be responsible for the management and control of all department purchases and purchase order processing. The Chief of Police has final authority, subject to the Board of Trustees for approval of department purchases.

Upon submission of a purchase request, the designee shall verify the budget appropriation for the purchase and select a vendor for the purchase.

Should no budget appropriation have been made for a requested purchase, the Chief of Police or designee shall inform the person making the purchase request if funds from the appropriate fund are or not available.

The designee shall submit a purchase order electronically in the financial accounting system for approval. Upon approval by the Chief of Police, the purchase order is forwarded to the Township Fiscal Officer and Township Administrator for final approval. The Township Administrator may approve purchase orders up to \$2500.00. Purchase orders greater than \$2500.00 also require the approval of a majority of the Township Trustees.

Upon approval of the purchase order, the designee will either order the purchase of the item or service requisitioned or make notification to the requestor to proceed with the purchase or requisition. Unless directed by the Chief of Police or designee, no other employee shall place an order for any item or service.

Upon verification of the purchase, the designee shall enter the invoice information in the financial accounting system authorizing payment and submit the invoice to the Township Fiscal Office for processing.

### *Bidding Procedures*

Bidding procedures for bidders shall be handled by the Miami Township Fiscal Office, pursuant to Township policy and the requirements of the Ohio Revised Code, Section 9.312. The Chief of Police shall recommend the most appropriate vendor on bid items to the Board of Trustees.

### *Selection of Vendors and Bidders*

Criteria for the selection of vendors and bidders shall be selected based on the listed criteria.

- Past performance, reputation and references;
- Cost of the items and or services to be provided;
- Quality of the items and or services to be provided;
- Availability of delivery time.

### *Emergency Purchases*

In the case of an exigent operational need, items/services may be purchased without an approved purchase order with the permission of the Chief of Police or designee. Upon approval of an emergency purchase, the designee shall enter a purchase order request.

Should the exigent purchase be made on an established blanket purchase order, an additional purchase order request shall not be needed unless the purchase amount exceeds the remaining balance on the existing purchase order.

*Emergency Appropriations/Fund Transfer of Operating Funds*

In the event additional funds are needed for the operation of the police department, the Chief of Police will discuss with the Township Administrator and Fiscal Officer the facts outlining and supporting the request for supplemental appropriations or transfer of operating funds in the police budget. It will then be decided whether a request for supplemental appropriation or fund transfer is required.

The approval for such funding shall be upon approval of the Board of Trustees with such funds coming from a transfer of funds from one fund to another or by additional funding supplied by the Township. Such fund transfers shall be in compliance with applicable state law.