

OGDEN CITY POLICE

Office of the Chief

Policy No: 47

Subject Expenditure of City Funds	Effective Date August 2020
Department Police	Replaces Policy Dated March 2004
Division All Police Personnel	Review Date August 2024
Authorized Signature 	

NOTE: This rule or regulation is for internal use only and does not enlarge an officer's civil or criminal liability in any way. It should not be construed as the creation of a higher standard of safety or care in an evidentiary sense, with respect to third party claims. Violations of this directive, if proven, can only form the basis of a complaint by this agency, and then only in a non-judicial administrative setting.

I. PURPOSE

The purpose of this policy is to establish procedures ensuring expenditures of City funds are done in accordance with City policies.

II. POLICY

It is the policy of the Ogden Police Department to adhere to all policies regulating the expenditure of City funds as specified in Ogden City Administrative Policy Manual.

III. DEFINITION

Expenditure of funds includes ANYTHING obligating the payment of City funds, including, but not limited to, buying supplies, equipment, repair services, shipping costs, travel, etc. City funds are monies from any City account, including grants and donations.

Failure to obtain proper authorization before obligating City funds, and/or failure to submit all invoices and receipts for any purchase or services, may result in the individual being held liable for payment of all expenses incurred. The Chief and all other department heads are required to justify unauthorized purchases to the Chief Administrative Officer monthly.

NOTE: Emergency situations requiring immediate funding, such as emergency veterinary care, must be reported as soon as possible so action can be taken to prevent an "unauthorized purchase." It is incumbent on all involved to provide required information and documentation.

IV. PURCHASING PROCEDURE

A. APPROVAL

Division Commanders must authorize each purchase or expenditure (other than routine office supply purchases) and recommend an appropriate accounting code for funding. The request is then forwarded to the Deputy Chief of Police for final approval.

B. BIDS

The purchase of any item or service between \$1000 and \$4999.99 requires two phone quotes from vendors and are to be submitted with the purchase request. The purchase of any item or service between \$5000 and \$25,000 must have three written quotes which must be submitted with the purchase request. When soliciting bids, all related charges must be listed on the bid, such as shipping, insurance, etc. If a specific vendor is requested, or if the lowest bidding vendor is not acceptable, written justification must be submitted on a Sole Source Request form.

NOTE: Sole Source Request forms can be found at:
<https://www.ogdencity.com/documentcenter/view/8853>

C. PURCHASE REQUEST

Authorized personnel will submit an approved purchase request to the Chief's Office along with all applicable information, including:

1. Vendor name, address, phone number, contact person, etc.
2. Quantity, style, color, etc.
3. Copies of bids with all related costs listed and Sole Source Request, if necessary.
4. Mode of purchase required by vendor: purchase order, check or credit card.

D. MODE OF PURCHASE

1. Purchase Order Number – With very few exceptions, a purchase order (P.O.) number is required before obligating any funds. Most vendors will accept a P.O. number to complete the sale. Some purchasing may be done with a City credit card

2. Check – If the vendor requires a check, a City check will be prepared for the purchase price as indicated on the P.O. Checks are cut only twice a week and can be mailed to the vendor or provided to the requestor for delivery.
3. Credit Card – Some purchases may be made using a City credit card. All purchasing rules still apply to credit card purchases. Department Employees have access to the City credit cards if they have signed a Credit Card Agreement Form. A City credit card may be obtained from the Chief's Office for an approved purchase.

E. PURCHASE ORDER NUMBERS

Purchase order numbers are assigned by the Purchasing Department and released every afternoon. If a request is submitted, approved and entered into the system before 10:00 a.m., the P.O. number is usually posted and available by late afternoon.

F. VENDOR PAYMENT

After verifying that the item/service was received in the correct quantity and in good condition, you must submit the invoice to the Chief's Office. The invoice will then be processed, and payment made to the vendor.

V. TRAVEL PROCEDURE

Includes event registration, airfare, lodging, car rental, parking, per diem, etc. Failure to obtain proper authorization before obligating City funds, and/or failure to provide all invoices/receipts upon return, will result in the individual being held liable for payment of expenses incurred.

- A. Complete a Travel/Reimbursement Request form, have it approved by the appropriate Bureau Commander, and have it approved and signed by the appropriate Division Commander.

NOTE: Travel/Reimbursement Request forms can be found on the Ogden City Intranet under *ALL FORMS*.

- B. Attach a copy of the announcement, registration form, or other documentation that describes purpose of travel.
- C. Final approval and funding authorization will be determined by the Division Commander, who assigns the appropriate accounting code for funding the expense. All documentation is then forwarded for review by the Deputy Chief of Police.

- D. Reservations for event, airfare, lodging, and/or rental car can be secured at this point by using:
 - 1. Department Credit Cards – Used to “hold” reservations.
 - 2. Purchase Order Number - if vendor will accept. Requires a minimum of 24 hours to obtain.
 - 3. City Issued Check – Must request at least 7-to-10 days in advance of travel or deadline.
- F. Money for travel expenses can be obtained before travel occurs, if desired. The traveling personnel will obtain estimates of charges from vendors and submit at least 10 days in advance. Overages or shortages will be handled upon return.
- G. Upon return, traveling personnel will immediately submit all receipts verifying all travel expenses. (Receipts for per diem are not required.) If reimbursement is required, allow at least a week for check processing. If excess travel advance money was issued prior to travel, it must be repaid when receipts are submitted with a personal check to Ogden City.
- H. If traveling by City vehicle, a City credit card is available for purchasing fuel during the trip. Traveling personnel WILL NOT charge non-vehicle-related items, such as drinks or snacks to this card. Credit card and all gas receipts must be turned in immediately upon return. If traveling by personal vehicle, roundtrip mileage reimbursement will be provided at the current IRS mileage rate.