

Georgia Department of Public Safety Policy Manual

SUBJECT PURCHASING AND PROCUREMENT	POLICY NUMBER 7.11
DISTRIBUTION ALL EMPLOYEES	REVISED DATE 3/12/2018
	POLICY REVIEWED 3/12/2018

7.11.1 Purpose

To establish a policy governing the purchasing procedures for acquisition of all materials, supplies and services.

7.11.2 Policy

The Department of Public Safety shall insure that all requests for acquisitions of goods and services are submitted through TeamWorks for approval and the issuance of a purchase order, and comply with State Procurement regulations.

7.11.3 Procedures

A. Departmental Purchases

1. The Agency Procurement Officer (APO) shall assure that all state purchasing laws, rules, regulations and procedures are followed.
2. When an item or service with a cost of \$25,000 or more is to be purchased, the Procurement Office shall be contacted.
3. No bids are required on items that cost less than \$25,000 or are obtained from a pre-established statewide or agency contract or mandatory source.
4. Suppliers shall be selected according to the requirements set forth in the DOAS – Agency Purchasing Manual.
5. Items shall be acquired with a requisition/- purchase order (PO) or a purchasing card.
 - a. The State Purchasing Card shall be utilized according to the standards specified in the Purchasing Card Policy (#7.17).
 - b. Items not procured with the Purchasing Card shall be paid with a Purchase Order issued from a requisition, prior to ordering.
 - 1) Pursuant to Executive Order of the Governor, bills shall be paid within 30 days.

- 2) Post Commander/Region Commander/Unit Supervisor or their designee shall create a requisition in TeamWorks (PeopleSoft) and receive a purchase order (PO) from Procurement. Once Procurement has emailed the PO back to the requestor, the order can be placed. Quotes from suppliers, approval memos or any informational documents should be uploaded to the requisition.
- 3) When orders are placed with suppliers and the goods or services are received, the requestor needs to complete a receipt in TeamWorks/PeopleSoft. The receipt number, PO number and any documents (i.e. –invoice, packing slip) shall be emailed to the Accounts Payable Manager immediately.

6. Purchasing Authorization

- a. Purchases with a value of \$5,000 or more must be authorized in advance through the chain of command.
- b. Telecommunications systems, equipment or services of any dollar value must be requested through the DPS-Director of Communications. See policy #6.02 – Department Communications Equipment for further information.
- c. Post, weigh stations or facility repairs and maintenance projects with a cost in excess of \$500.00 must be authorized in advance by contacting the Facilities Director.
- d. Computers and software purchases must be authorized in advance by the Technology Section.
- e. All purchases of \$5,000 or more, must be authorized in advance by the Budget Office. The following items are exceptions to the policy:
 - 1) Gasoline
 - 2) Utilities
- f. Vehicle Repairs up to \$500 shall be approved by the Post Commander/Unit Supervisor. The DPS Fleet Manager shall approve vehicle repairs in excess of \$500 up to \$2,999. All repairs in excess of \$3,000 up to \$4,999 shall be approved by the Executive Officer of Administrative Services. All repairs in excess of \$4,999 shall be approved by the Budget Office.
- g. Aircraft Repairs up to \$10,000 due to normal operation and regularly scheduled maintenance shall be approved by the Aviation Supervisor. All repairs in excess of \$10,000 shall be approved through the Chain of Command to the Colonel.

7. Annual Service/Lease Agreements

- a. Service and lease agreements (e.g. pest control, garbage, water, security monitoring etc.) shall be setup at the beginning of each fiscal year (July–June). Service and lease agreements can be paid monthly or quarterly.
- b. Service and lease agreements can be paid with the Purchasing Card (P-card) or can be set up on a requisition in TeamWorks. The written agreement should be attached to the requisition.

- 1) If not paid on the P-card, the Procurement Office shall create one PO for the entire year from the requisition that is entered at each location.
- 2) Copier services and leases shall not be charged on the Purchasing Card.