

**Georgia Department of Public Safety
Policy Manual Exhibit**

SUBJECT AUTHORIZED PURCHASES	EXHIBIT NUMBER 7.11-1
REFERENCE 7.11 – PURCHASING AND PROCUREMENT	DATE REVISED 8/13/2009

All established approval requirements must be met when making these purchases. Visit www.doas.georgia.gov to obtain contract information. The following lists are not exhaustive. If in doubt or your item is not listed, use the approval process thru the chain.

A. Authorized Purchases using P-card (no approval required through chain)

1. Automotive Parts (Use Statewide Contract Vendor)
2. Blood Alcohol Test Kits (Use Agency Contract Vendor)
3. Janitorial Supplies (Use Mandatory & Statewide Contracts)
4. Mailing/Distribution Services (UPS, Fed-Ex, etc.)
5. Membership Dues (Job Related)
6. Minor Post Repairs (Refer to Policy #7.11)
7. Motor Vehicle Repairs (Refer to Policy #7.11)
8. Office Supplies (Use Statewide or Regional Contract Vendors)
9. Radio, Camera and Radar Repairs (Under \$500.00 per unit)
10. Tires (Use Statewide Contract Vendor)
11. Vehicle First Aid Kits (Not Tylenol, Advil, etc.)
12. Video Tapes (Use Statewide Contract Vendor)

B. Authorized Purchases using P-card (approval through chain required)

Approval letter must be attached to Bank Statement.

1. Conference/Training Registration
2. Appliances (for example: Washer, Dryer, Coffee Maker, Toaster, etc.)
3. Radio, Camera and Radar Repairs (Over \$500.00 per unit)

C. Purchases Requiring a Purchase Order

1. Equipment, over \$1000

D. Unauthorized Purchases Using P-Card

1. Cash Advances
2. All Furniture shall be submitted as a purchase order (Approval thru Chain of Command and Budget – Use Statewide Contract)
3. Travel (Meal, Lodging, Car Rental, Airlines, Parking, etc.)
4. Entertainment
5. Motor Vehicle Fuel
6. Professional Services (Contract Consultants)
7. Personal Purchases
8. Computer Equipment (Computers, Printers, Scanners, fax machines, Flash Drives, etc.)
9. All Clothing (for example: hats, shirts, sweaters, pants, shoes, etc. [must utilize supply for clothing])
10. Service Agreements (Pest Control, Garbage Removal, Security Monitoring, etc.)
11. Rentals/Leases (Copiers, Vehicles, etc.)
12. Kitchen Supplies (Styrofoam Cups, Plastic Ware, Paper Plates, Coffee Filters, etc.)
13. Food Items (Coffee, Creamer, Sugar, etc.)
14. Greeting Cards
15. Holiday Decorations