

Georgia Department of Public Safety Policy Manual

SUBJECT PURCHASING AND PROCUREMENT	POLICY NUMBER 7.11
DISTRIBUTION ALL EMPLOYEES	DATE REVISED 6/19/2008

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 properly authorized prior to submission, and comply with State Procurement regulations.

7.11.3 Procedures

A. Departmental Purchases

1. The Procurement Officer shall assure that all state purchasing laws, rules, regulations and procedures are observed.
2. When an item with a cost of \$5,000 or more is to be purchased, the Procurement Office shall be contacted.
3. No bids are required on items that cost less than \$5,000 or are obtained from a pre-established contract or mandatory source.
4. Vendors shall be selected according to the requirements set forth in the DOAS – Agency Purchasing Manual.
5. Items shall be acquired with a field purchase order (FPO) or a purchasing card.
 - a. The State Purchasing Card shall be utilized according to the standards specified in the Purchasing Card Manual.
 - b. Items not procured with the Purchasing Card shall be paid with a Field Purchase Order.
 - 1) Pursuant to Executive Order of the Governor, bills shall be paid within 30 days.
 - 2) Post Commander/Unit Supervisor or their designee shall obtain invoice, type FPO and send two copies of each to the Purchasing Office within 15 days of invoice date. Copies must be signed and dated.

- 3) When orders are placed with vendors that send invoices directly to Purchasing, type an FPO when placing the phone order and send two copies of the FPO to the Purchasing Office immediately.
- 4) A Purchasing Log with field purchase order numbers, a copy of field purchase orders and invoices shall be maintained at each originating facility/location.
 - a) Field Purchase Orders shall be numbered in sequence without omission or duplication.
 - b) Field Purchase Order sequence numbers shall be issued by Fiscal Year, July 1st – June 30th, and shall re-initialize each Fiscal Year.

3. Purchasing Authorization

- a. Equipment with a value of \$100.00 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 Telecommunications Coordinator.
- c. Post repairs and maintenance projects with a cost in excess of \$500.00 must be authorized in advance by submitting a “DPS Facility Work Request Form” through the chain of command.
- d. All purchases of \$1,000 or more, including the vehicle and aviation repairs identified below, must be authorized in advance by the Budget Officer. The following items are exceptions to the policy:
 - 1) Gasoline
 - 2) Utilities
- e. Vehicle Repairs up to \$500 shall be approved by the Post Commander/Unit Supervisor. The DPS Garage Supervisor 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 to the Headquarters’ Adjutant. All repairs in excess of \$4,999 shall be approved through the Chain of Command to either the GSP Headquarters Adjutant or M CCD Chief Law Enforcement Officer, as appropriate.
- f. Aircraft Repairs up to \$4,999 due to normal operation and regularly scheduled maintenance shall be approved by the Aviation Supervisor. All repairs in excess of \$4,999 shall be approved through the Chain of Command to the GSP Commanding Officer.

4. Annual Service/Lease Agreements

- a. Service and lease agreements (e.g. pest control, garbage, water, copiers etc.) shall be setup at the beginning of each fiscal year (July–June).
 - 1) Post Commanders/Unit Supervisors or their designee shall type one FPO for the entire year for service agreements; attach the written agreement and forward two copies of each to the Purchasing Office.

- 2) The Purchasing Office shall type one FPO for the entire year for each lease agreement (copiers, mail machine, etc.).
- 3) These services and leases shall not be charged on the Purchasing Card.