


Subject: <b>Kinston Police Department</b>	Document #:		Effective Date:	Page:
<b>Purchase Requests</b>	<b>100 – 6</b>		<b>07-01-2019</b>	<b>1 of 1</b>
Approval: <b>Chief of Police</b>	Manual: <b>Policy and Procedure</b>			

**I. PURPOSE**

The purpose of this policy is to establish a procurement system to be used by all personnel.

**II. DEFINITIONS**

A. Purchase Request Form: A City of Kinston document which is drafted in order to make a request for the purchases of goods. The form is filled by staff members of the organization and approved by an individual holding a senior position in the organization.

**III. POLICY**

- A. A Purchase Request Form will be used by personnel when requesting any item.
- B. Personnel will fill out the top portion of the form with the date, name, justification for request and division making the request. A preferred vendor may be utilized by including the name and telephone number of the vendor.
- C. A description of each item should be completed with quantity, size and color (if applicable). Equipment number should be included if request is for personal equipment.
- D. All personnel will submit their individual request to their immediate supervisor, who will then forward the request through the appropriate chain of command to the appropriate Major.
- E. The Major will approve or deny the request; if approved, recommend the appropriate account number and submit to the Chief of Police for final approval.
- F. After the Chief of Police’s approval, the Purchase Request Form is given to the Administrative Manager for procurement of a purchase order number.
- G. After assignment of the purchase order number, the Purchase Request Form is given to the Logistics Technician.
- H. The item may then be ordered by the Logistics Technician or designee.
- I. Items should be received by the Logistics Technician or designee.
- J. Request forms which have been denied will be returned to the originator of the form so that personnel will be apprised of the status of the request.