

PINEVILLE POLICE DEPARTMENT

GENERAL ORDER

SECTION: 17 ADMINISTRATIVE PROCEDURES

SUBJECT: 1700 PURCHASING POLICY

EFFECTIVE: 08/02/2021

1. In order to control costs, the City's Finance Department maintains records of all purchases and disburses all payments. All purchases will be done in accordance with acceptable local, Louisiana State law as well as Federal law when utilizing federal funds.
2. All items and services purchased with the debit card/credit card require submission of the original receipt. This receipt will be accompanied with a signature of the person who made the purchase and an explanation of the expense.
3. All items purchased with a Purchase Order (PO) are required to obtain the PO from the City's Purchasing Department. All PO's require submission of the original receipt. This receipt will be accompanied with a signature of the person who made the purchase, and turned into City's Accounts Payable Department.
4. All purchases require prior authorization by the Chief of Police or his designee. This authorization may be verbal or written verbal the authorization.

By order of

Darrell Basco
Chief of Police