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| <b>PBP FORM 290</b><br><br><b>PITTSBURGH BUREAU OF POLICE</b><br><i>"...accountability, integrity and respect."</i> |  | <b>SUBJECT:</b><br><b>"REQUESTS FOR SUPPLIES, EQUIPMENT AND REPAIRS FROM OUTSIDE VENDORS"</b> | <b>ORDER NUMBER:</b><br><b>35-1</b>     |
|  |  | <b>PLEAC STANDARD:</b><br><b>NONE</b>   | <b>PAGE 1 OF 1</b>                      |
| <b>REVISE DATE:</b><br><b>8/09/2016</b>  | <b>EFFECTIVE DATE:</b><br><b>8/17/98</b> | <b>ANNUAL REVIEW DATE:</b><br><b>JUNE</b>   | <b>RESCINDS:</b><br><b>ALL PREVIOUS</b> |
|  |  |   | <b>AMENDS:</b><br><b>35-1</b>           |

**1.0 POLICY OR PURPOSE**

1.1 To outline the process by which members of the Bureau of Police obtain goods and services from outside vendors.

**2.0 REQUESTS FOR SUPPLIES, EQUIPMENT, SERVICES, RENTALS OR MATERIALS**

2.1 Any request for supplies, equipment, services, rentals or materials must be made on a Special Report (PBP Form #54).

- 2.1.1 The original shall be submitted through the chain of command to the Chief of Staff for authorization.
- 2.1.2 The request should contain as much information as possible including a specific description, make, model, model number, quantity, approximate cost and any pertinent vendor information.
- 2.1.3 Once the request has been approved through the chain of command, it shall be forwarded to Personnel & Finance for final authorization and procurement.

2.2 In emergency circumstances, requests for supplies, equipment, services, rentals or materials may be made by telephone to Personnel & Finance, however, the verbal request must be followed by a written request that must be forwarded through the chain of command.

**3.0 REQUESTS FOR REPAIRS**

- 3.1 A request for repairs to city-owned equipment may be made directly to the Personnel & Finance section by telephone with the approval of the commanding officer of that duty location.
- 3.2 Personnel & Finance will provide a purchase order number (PO#) authorizing the repair.
- 3.3 The PO# shall be given to the vendor who will be making repairs to the equipment.

**4.0 UNAUTHORIZED EXPENSES**

- 4.1 No member of the Bureau of Police shall incur any expenses against the Bureau in his/her name or the Bureau's name without proper authorization obtained by the procedures set forth in this policy.
- 4.2 Any unauthorized expenses shall be the responsibility of the officer incurring the expense.
- 4.3 Personnel are not authorized to utilize a purchase order to obtain any equipment or uniform item other than that specifically authorized by that purchase order. (Refer to COP#03-314, "Equipment/Uniform Purchase Orders.")

Approved By:




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Cameron McLay  
Chief of Police