


<b>PBP FORM 290</b>  <b>PITTSBURGH BUREAU OF POLICE</b> <i>"...accountability, integrity and respect."</i>		<b>SUBJECT:</b> <b>"SUPPLY ROOM REQUISITIONS"</b>	<b>ORDER NUMBER:</b> <b>35-2</b>
		<b>PLEAC STANDARD:</b> <b>NONE</b>	<b>PAGE 1 OF 1</b>
<b>RE-ISSUE DATE:</b> <b>8/09/2016</b>	<b>EFFECTIVE DATE:</b> <b>8/17/98</b>	<b>ANNUAL REVIEW DATE:</b> <b>JUNE</b>	<b>RESCINDS:</b> <b>ALL PREVIOUS</b>
			<b>AMENDS:</b> <b>35-2</b>

**1.0 POLICY OR PURPOSE**

1.1 To outline the procedure for ordering supplies from the Supply Room.

**2.0 PROCEDURE FOR ORDERING SUPPLIES**

2.1 All supply room requests must be made by completing a Supply Room Requisition (Pittsburgh Department of Public Safety Form #45). The requisition must contain the stock number, item description, quantity, unit, and cost. *(Revised 6/14/04).*

2.2 Each division, section or unit ordering materials and supplies from the supply room will adhere to the following schedule for submitting requisitions:

2.2.1 Week One  
 Zones 1, 3 and 5  
 A/Chief Operations  
 A/Chief of Professional Standards  
 Chief's Office  
 Deputy Chief's Office

2.2.2 Week Two  
 Zones 2 and 4  
 Identification  
 Personnel & Finance

2.2.3 Week Three  
 CRRU  
 Investigations Branch (All)

2.2.4 Week Four  
 Zone 6  
 SDD  
 School Guards  
 Training Academy

2.2.5 Any division, section or unit not listed in the above schedule will order during the fourth (4<sup>th</sup>) week.

2.3 Orders shall be placed only on the designated week for each division, section or unit. Only emergency orders will be filled for a division, section or unit during the remainder of the month. Orders should be placed per division, section or unit only once a month.

Approved By:



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 Cameron McLay  
 Chief of Police