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- I. Policy

This Division's policy is to provide its employees with those materials, supplies and services, which will enable them to effectively fulfill the Division's goals. It is also this Division's policy to strictly adhere to the purchasing rules and procedures established by the Maryland-National Capital Park and Planning Commission (MNCPPC) and to those principles of sound fiscal management necessary for the efficient operation of the Division. The Property Specialist is responsible for the accountability of all Division-owned property and its distribution to authorized users. The Purchasing Specialist is responsible for the distribution of office supplies.

- III. Ethical Standards

This Division recognizes its public trust to preserve integrity and implement this policy by prescribing to a high standard of ethical conduct. To foster public confidence we require that our employees discharge the procurement function with strict adherence to MNCPPC Practices. An employee may not participate directly or indirectly in a procurement action in which a conflict of interest may exist or where they may realize personal gain. Therefore, this Division will not enter into any contracts for purchase of products or services with its officials or employees or their spouses, parents, children, brothers or sisters, or with any entity in which they may have an interest or association, direct or indirect. Compliance with this policy is required of all participants in the procurement process as representatives of the Commission.

- IV. Definitions

- A. Petty Cash - Generally used for all purchases of materials, supplies, and services costing less than \$200.00.
- B. *Purchase Card – Provides an efficient and effective method for purchasing commodities and services provided by incorporated vendors, with a total value of \$3,000 or less per transaction.*
- C. Check Request - Used for all purchases of material, supplies and services costing more than \$200.00 and when a vendor/supplier will not accept either cash payment or a field purchase order. Only a check request can authorize a contract-related payment.
- D. Field Purchase Order – May not exceed \$5000 and used for purchases other than when made by check request.
- E. Purchase Requisition - Used for purchases over \$5000, and to process Blanket Purchase Orders.

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- F. MFD Vendor - Any business *that engages in commercial transactions and is at least fifty-one percent owned and controlled by one or more minority, female or disabled persons.*
- V. Petty Cash Procedures
- A. The Purchasing Specialist will be responsible for the management of the petty cash fund.
1. The Division's "Petty Cash Requisition" form will be used for all such transactions. The form includes the following information:
 - a. Requestor's name, Section/unit name, date of request;
 - b. Description of product or service;
 - c. Itemized and total expenditures;
 - d. Justification for the expenditures;
 - e. Signature of the requestor and;
 - f. Attachment of all supporting documentation to include original receipt.
 2. The requestor will forward the completed form to the appropriate supervisor(s) for approval.
- B. A balance sheet will be maintained to include the initial balance, credits, debits and balance on hand.
- VI. Internal Requisition Procedures
- A. An Internal Requisition form will be completed by Division employees requesting any materials, supplies and services. The following information will be included for all such requests:
1. Section/unit name, date of request and actual date required;
 2. A specific description of the item(s) or service(s) requested;
 3. Quantity required;
 4. Price (if known, when using a specific vendor);
 5. Justification for the expense;
 6. Signature of the requestor;
 7. Attach all necessary supporting documents.
- Justification must be provided whenever requesting a specific brand or vendor. If the requestor has already conducted a search for the best price vendor or a desired product or service, this will be noted on the form. Whenever possible, all employees are encouraged to utilize certified MFD vendors.
- B. The requestor will forward the completed Internal Requisition form through his/her appropriate supervisor, to his/her Assistant Chief.
- C. The Assistant Chief will then:
1. Approve the request;
 2. Approve the request pending cost analysis; or
 3. Disapprove the request.

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- D. All requests approved or approved pending analysis will be signed and forwarded to the *Fiscal Affairs Manager*. Disapproved requests will be returned to the requestor.
- VII. Purchasing Procedures
- A. The Assistant Chief, *Support Operations and/or Fiscal Affairs Manager*, will:
1. Review incoming Internal Requisitions;
 2. Approve any requests for specific vendors/items;
 3. Verify budgeted fund availability;
 4. Approve or affix account coding;
 5. Forward all reviewed and approved Internal Requisitions forms to the Purchasing Specialist for processing.
- B. The Purchasing Specialist will attempt to complete any necessary research, *including MFD vendors*, within five work days of receipt of an *approved* Internal Requisition for amounts under \$5,000. For amounts over \$5000 to \$18,000, a period not to exceed three weeks will be allotted to complete the formal bid notification. *The Commission's bidder's list, which contains both MFD and majority owned firms, will be utilized to notify firms of purchasing opportunities.* The Purchasing Specialist will advise the *Fiscal Affairs Manager* if the time period is insufficient for research purposes.
- C. Once a qualified and acceptable vendor has been located, the Purchasing Specialist may amend the following information on the Internal Requisition form:
1. Vendor's name, address, telephone number, and the name of any contact person;
 2. Vendor's MFD status. If MFD vendor is not certified, the Purchasing Specialist will notify the Commission's MFD Coordinator to begin the process for certification.
 3. Cost (including MFD credit, if applicable);
 4. Assign expenditure and sub-object codes;
 5. Any additional information, such as delivery time, special instructions, and shipping costs/terms.
- D. If changes in the original request have occurred or the request was approved pending cost analysis or budget code change, the completed Internal Requisition form will be returned to the submitting Assistant Chief for review and approval before further processing.
- E. All completed Internal Requisition forms, with supporting documents, will be forwarded through the Assistant Chief, *Support Operations and/or the Fiscal Affairs Manager*, to the Chief, Park Police Division *or designee*.
1. All disapproved Internal Requisition forms will be returned to the Assistant Chief, *Support Operations and/or the Fiscal Affairs Manager* with appropriate comments. Disapproved requests will be returned to requestors.
 2. All approved Internal Requisition forms will be forwarded to the Purchasing Specialist for research, preparation of the appropriate purchasing document with any additional supporting documents, and returned to the Chief, Park Police

Division *or designee*, for signature within five work days. Additional documents may include, but are not limited to, M-NCPPC Form 114P, price quotes, waivers, letters or specifications.

- F. The Chief, Park Police Division *or designee*, will forward the signed purchasing documents to the Purchasing Specialist who will:
1. Review all documents;
 2. Distribute the copies of the purchasing document;
 - a. Purchasing and Accounting copy to Purchasing Division;
 - b. Materials Received Report (MRR) copy to the Property Specialist;
 - c. Originator's copy to originator.
 3. File the remaining documents in a suspension file pending return of MRR and packing slip from Property Specialist, notification of receipt of supplies or services;
 4. Copy the completed MRR with supporting documents and forward to Finance/Accounts Payable for vendor payment;
- G. All materials and supplies will be shipped to Park Police Headquarters to the attention of the Property Specialist, with the following exceptions:
1. Large or heavy items may be shipped directly to the location of use.
 2. Subscriptions and publications may be sent directly to the requestor who will notify the Purchasing Specialist when these items are received.

VIII. Receipt of Materials

- A. In the case of those items listed ~~in~~ above, it is the responsibility of the requestor to notify the Property Specialist when these items are received.
- B. For contracted services, the requestor will notify the Purchasing Specialist when the services have been satisfactorily provided so that payment may be authorized.
- C. Materials to be picked up at the vendor's place of business require a receipt from the vendor signed by both a representative of the vendor and the person picking up the material. This receipt will be returned to and retained by the Property Specialist. All pick ups of materials/ supplies must have the prior authorization of the Property Specialist.
- D. All materials or supplies that are received at Saddlebrook will first go to the Property Specialist. Other employees may sign for deliveries if the Property Specialist is not available.
1. All Division employees receiving any shipment or delivery **must** inspect the package and note any damage on the delivery slip before signing.
 2. Under no circumstances will materials be disseminated by anyone other than the Property Specialist or is anyone to take any materials or supplies received without the permission of the Property Specialist.

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- E. Upon receipt, the Property Specialist will review the original purchasing document and compare it to the materials/supplies received as well as any packing slip enclosed. Any discrepancy will be immediately reported to the vendor. Additionally, the Property Specialist will:
1. Complete the MRR, including documenting serial numbers where applicable.
 2. Return the MRR and the supporting documentation to the Purchasing Specialist certifying that the materials/supplies have been received;
 3. Disseminate the materials/supplies to either the requestor or store them for future use
- F. It is the responsibility of the Property Specialist to maintain all stored items of Division property in a state of operational readiness.
- G. The Purchasing Specialist will send the MRR to the Finance Department, Accounts Payable Section for payment. The Purchasing Specialist will then match the MRR with the suspension copy of the purchase document and file it in the vendor file.
- H. It is the responsibility of the Purchasing Specialist to resolve billing questions with vendors; and the responsibility of Accounts Payable to expedite the payment of purchase documents.
- I. In accord with M-NCPPC Practice no. 3-14, the Finance Department is responsible for maintaining the Fixed Asset Register for all real and personal property items with a useful life of one year or more. After entering items into the register Finance personnel will forward inventory control stickers to the *Professional Standards* ~~Property Specialist~~ to be attached to each item. The Finance Department Audit Section is responsible for periodic inventories of fixed assets.
- IX. Procedures for Obtaining Office Supplies
- Whenever office supplies are needed, an "Office Supply Requisition" form shall be completed and submitted to the Purchasing Specialist.
- A. All forms must be signed by the supervisor of the requesting employee.
 - B. All requests will be filled by the Purchasing Specialist within 48 hours when in stock.
 - C. Those requesting supplies will be advised of out-of-stock/special order items.
 - D. The Purchasing Specialist will be responsible for ordering all office supplies when restocking and filling special orders.

**Approved Park Police Document
Signed Original on File**

End of Directive