



## ***WEBER COUNTY SHERIFF'S OFFICE***

### **POLICY AND PROCEDURES**

### **PURCHASE AND REQUISITION**

EFFECTIVE DATE: 10/07/03  
 AMENDS/SUPERCEDES:  
 STANDARD NUMBER: 17.3.1

REVIEW DATE: 07/18/08  
 REVISION DATE: 07/18/08  
 APPROVED: \_\_\_\_\_

Sheriff Signature

#### **12.4.1 Purpose**

The purpose of this policy is to describe the procedures for requisitioning and purchasing equipment and supplies for the Sheriff's Office.

#### **12.4.2 Rationale**

The Sheriff's Office must establish formal procedures for controlling the purchase of equipment and supplies in order to be compliant with the County's policies and ordinances for Purchasing.

#### **12.4.3 Policy**

The Sheriff's Office operates under the current County guidelines and ordinances for purchasing.

- A. When making purchases, employees should consult with their respective supervisors for directions and dollar amount limits.
- B. All vehicle purchases, after Commission approval, will be coordinated through the County Fleet Manager.
- C. Computer related expenditures will be arranged through the Office computer coordinator, who will then coordinate with the County Information Technology Department.

#### **12.4.4 Procedure**

- A. Emergency Purchasing
  - 1. Situations may occur which require an emergency purchase of certain items. An example of this could occur at a crime scene or major incident. Supplies

such as food, materials, fuel, etc., may be required that are otherwise unavailable.

2. When this occurs, Deputies will notify the supervisor.
  - a. The supervisor, or designee, may contact a vendor and will explain the situation and request purchase/rental, with payment to be arranged by purchase order/requisition. The supervisor, or designee, will obtain the equipment/material, then sign and obtain a copy of the receipt.
    - i. The supervisor will write a memo to the Bureau commander explaining the circumstances, including the receipt.
    - ii. The Office's finance clerk will, on the next work day after the incident, issue a requisition requesting payment or purchase order to the vendor for processing.
  - b. If the supervisor, or designee, decides to pay for the items out of personal funds, the receipt will be submitted to the finance clerk for reimbursement out of petty cash funds (if under \$50).
  - c. The supervisor may make arrangements to utilize a Weber County Purchasing card (Visa) in accordance with Weber County policy.
  - d. The supervisor may purchase items from a vendor in which the Sheriff's Office has an existing open purchase order.

B. Supplemental and Emergency Fund Request

1. The Sheriff may make a request for supplemental and emergency funds in case of unanticipated emergencies.
2. The request will be in accordance with the Utah Fiscal Management Act, Section 10.6.129.