

	LANE COUNTY SHERIFF'S OFFICE POLICY	Number: G.O. 5.05
		Issue Date: March 21, 2005
		Revision Date:
CHAPTER: Fiscal Management and Agency-owned Property		Related Policy:
SUBJECT: Requesting Supplies, Printing, Equipment and Maintenance		Related Laws:

POLICY: The Fiscal Section is responsible for ordering and maintaining inventories of uniform items for the entire Sheriff's Office, and general supplies, office supplies, printing stock, forms, general equipment, office equipment, and "in office" equipment maintenance for the Police Services Division and Administrative Division. The Corrections Division is responsible for ordering and maintaining inventories of general supplies, office supplies, printing stock, forms, general equipment, office equipment, and "in office" equipment maintenance for the Corrections Division.

RULE: None

PROCEDURE:

- I. Requesting Supplies, Equipment, Maintenance, or Printed Items for the Police Services Division and the Office of the Sheriff
 - A. With the exception of specialized police equipment (radios and communication equipment, non standard uniform items, weapons, vehicle related items, etc.) all uniforms, supplies, equipment, maintenance, and printed items shall be ordered through the Fiscal Services stores person.
 - B. Employees can request standard supply items normally held in inventory directly from the stores person.
 - C. For non standard supply items the request should be initiated by an employee with the budget authority to approve the payment for the product or service.
 - D. The procurement process is initiated by contacting the stores person (phone, e-mail, or in-person). All pertinent information for the item(s) or service(s) needed should be provided to the stores person.
 - E. If needed, the stores person will request that the proper paper work be completed and signed or processed:
 1. Field Purchase Order (F.P.O.) (\$2,500 or less).

2. Purchase Order (P.O.) (over \$2,500).
3. Board Order and/or contract if needed.

If you know that an F.P.O., P.O., Board Order and/or contract will be needed, it will expedite the procurement of the item or service if this paperwork is completed before you contact the stores person.

- F. Upon approval the request will be filled and delivered by the stores person.
- G. To request maintenance and/or repair of office machines and equipment or interior office structures, fixtures, and furniture:
 1. Complete a Lane County Public Safety Maintenance Request for #M77-387 with all the pertinent information. Have the Division/Section supervisor sign the form and submit the original to the Fiscal Section. The copy is retained by the requestor.
 2. Upon receipt of the maintenance request, the Fiscal Section will evaluate the problem and initiate a call to the appropriate repair person or company.
- H. To Request Re-Supply of Existing Forms
 1. Complete a Lane County Sheriff's Office supply request form #C77-127 with all pertinent information. The request must be signed by the Division/Section Supervisor and the original submitted to the Fiscal Section. The copy is retained by the requestor.
 2. Upon approval by the Fiscal Section Manager, the request will be filled and delivered by the Stores Clerk.
 3. "Special Order items" (items not normally carried in stock or exceeding 425 must be ordered on a Lane County Sheriff's Office Purchase Request form #77-367, and must have a Division Commander approval.
- I. Revisions to Forms, Policy, or Procedures
 1. Complete a Lane County Sheriff's Document/Forms Revision Request M77-390 with all pertinent information. The request must be signed by the Division/Section Supervisor and the original submitted to the Fiscal Section, along with the new or revised form, policy, or procedure.
 2. Upon receipt and approval of the revisions request, the Fiscal Section Stores Clerk will initiate the procedures necessary to complete the request.
- J. Printing New or Revised Forms

1. Submit new or revised forms to the Fiscal Section along with printing instructions (size, quantity, multiple part forms, etc.).
2. Upon receipt and approval of the new or revised form, the Fiscal Section Stores Clerk will initiate printing services.

II. Requesting Supplies, Equipment, Maintenance or Printed Items for the Corrections Division

- A. With the exception of uniforms and specialized corrections equipment (radios and communication equipment, non standard uniform items, weapons, vehicle related items, etc.), all supplies, equipment, maintenance, and printed items shall be ordered through a Corrections stores person.
- B. The request should be initiated by an employee with the budget authority to approve the payment for the product or service.
- C. The procurement process is initiated by contacting a stores person (phone, e-mail, or in-person). All pertinent information for the item(s) or service(s) needed should be provided to the stores person.
- D. If needed, the stores person will request that the proper paper work be completed and signed or processed:
 1. Field Purchase Order (F.P.O.) (\$2,500 or less).
 2. Purchase Order (P.O.) (over \$2,500).
 3. Board Order and/or contract, if needed.

If you know that an F.P.O., P.O., Board Order and/or contract will be needed, it will expedite the procurement of the item or service if this paperwork is completed before you contact the stores person.

- E. Upon approval the request will be filled and delivered by the stores person.