



Wichita Police Department Policy Manual

Approved by:

Policy 105- Fiscal Affairs Procedure

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Maintained by:
Information Services

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105.01 The purpose of this policy is to inform all members of the Department of the proper procedures to use when requesting the purchase of Departmental goods/services, making Travel/Training Requests, submitting grant applications, requesting cash reimbursements or otherwise encumbering Departmental funds.

PROCEDURE FOR REQUESTING GOODS/SERVICES:

- 105.02 To request the purchase of goods/services [other than office supplies], an electronic purchase request form shall be submitted, which is located on the Police Secure Portal. The electronic form shall contain the following:
- A. The exact specifications of the item(s) needed;
 - B. Quantity needed;
 - C. Purpose for which the item(s) is (are) to be used;
 - D. Suggested place of purchase;
 - E. Approximate or actual cost;
 - F. Recommended funding source;
 - G. Attachments of quotes (required for purchases over \$2,500).
- 105.03 After review of the purchase request, the Support Services Division Commander [or his/her designee] will approve or disapprove the request, based on anticipated needs and funds available.
- 105.04 If the purchase request is approved, the approval will be forwarded to the WPD Fiscal Affairs Section and the requestor. If the item(s) is (are) under \$2,500, the requestor will order the item(s). If the item(s) is (are) over \$2,500, the Fiscal Affairs Section will enter a purchase requisition in the Performance system. The following guidelines should be adhered to:
- A. All computer related hardware or software purchase requires a Request for Service through IT/IS or a Purchase Requisition.
 - B. For purchases that are estimated to be over \$2,500, the requesting party should obtain a minimum of two quotes for the goods or services and choose the vendor offering the lowest bid – unless unusual circumstances exist. Bids should include the delivered price.
 - C. If the item(s) on the request are under a City contract, the Bureau Commander will ensure that the item is purchased from the appropriate vendor.
- 105.05 If the item(s) is (are) approved by the City Budget Office, a purchase order [PO] will be issued, by Purchasing, and forwarded to the WPD Fiscal Affairs Section. Members of the Fiscal Affairs Section will log the purchase order, and file it in the Fiscal Affairs Section. A copy of the purchase order will be sent to the requesting Section/Bureau Commander. Receipt of the purchase order copy means that the good/services have been ordered, and funds have been encumbered to cover the purchase.
- 105.06 When all item(s) have been received in full, the Section or Bureau Commander or designated employee shall mark the receiving/packing slips as received and sign and date the slips. The slips shall then be immediately scanned and attached to the original electronic purchase request form and items shall be marked received with the date received on the electronic form. All accompanying packing slips or invoices shall then be forwarded to the Fiscal Affairs Section.
- 105.07 Upon receipt of the invoice, Fiscal Affairs personnel shall issue a payment voucher to pay the vendor.
- 105.08 This process should begin well in advance of when goods/services are needed; however, in the event of an emergency, the Fiscal Affairs Supervisor shall be contacted and provided the information in Section 105.02. An Officer's Report or e-mail, which contains the same information, shall also be submitted, through channels, to follow-up with the request. The Fiscal Affairs Section Supervisor will obtain necessary approval from the Support Services Division Commander. If the goods/services exceed \$2,500, the Fiscal Affairs Section will contact Purchasing for an approval number, which will serve in lieu of a purchase order.

PROCEDURE FOR TRAVEL/TRAINING REQUESTS:

- 105.09 Administrative Regulation 3.1 – Travel Policy outlines City of Wichita procedure for completing Travel/Training Request Forms. Members of the Police Department submitting requests for travel/training should follow AR 3.1.
- 105.10 Travel and/or training requiring pre-approval:
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- A. For City funded travel and/or training an electronic Travel/Training form must be completed and submitted. An email will be sent to the requestee once the request has been approved or denied. Once approved, if your travel requires advanced expenses, except for registration only fees, you must contact the Associate Accountant of the Fiscal Affairs Section to complete travel paperwork required. Once travel paperwork is completed it will be forwarded to the Support Services Division Commander for a signature, and then to the Chief of Police for final approval and signature. Non-emergency travel must be submitted 21 days prior to the travel date.
- B. For travel where no City funding is required (ex: Professional Leave), an electronic travel/training form must be submitted on the Wichita Police Department Secure Portal Site's Travel/Training Form. An email will be sent electronically to the requestee once the request has been approved or denied.
- 105.11 Upon return from any City funded Travel/Training, all receipts and return travel forms shall be submitted to the Fiscal Affairs Section within five (5) working days and the department member shall sign the Travel/Training Request Form.

GRANT APPLICATIONS:

- 105.12 The City of Wichita Administrative Regulation 2.4 outlines the City's procedure for the preparation and submission of grant applications. The Police Department has developed a Grant Management Process which incorporates the City's procedures and the Department's requirements. The process flow chart is outlined on the next page.
- 105.13 If the Grant management process cannot be followed due to time limitations of grant deadline, the following procedure should be followed:

The grant applicant forwards the completed grant application to the Fiscal Affairs Supervisor, who makes any required changes to the budget information. After the application is finalized, the Fiscal Affairs Supervisor forwards a copy of the final grant application to the Chief of Police, Support Services Division Commander, and Administrative Services Bureau Commander for review. For the City of Wichita Authorizing Official signature on the grant, the Chief of Police sends the grant application to the City Manager, along with an explanatory blue letter. After the necessary signatures are obtained on the application, it is submitted to the grantor agency. The grant applicant works with the Fiscal Affairs Supervisor to write the agenda report to place the grant application on the agenda for the next City Council meeting. After the grant application is approved by the City Council, the remaining steps in the Grant Management Process should be followed.

PROCEDURE FOR CASH REIMBURSEMENT REQUESTS

- 105.14 To request a cash reimbursement for goods or services which were purchased with personal funds, from an OCA account, an electronic purchase request form shall be submitted, which is located on the Police Secure Portal. The electronic form shall contain the following:
- A. The exact specifications of the item(s) purchased;
- B. Quantity purchased;
- C. Purpose for which the item(s) were purchased;
- D. Place of purchase;
- E. Actual cost
- F. Recommended funding source;
- G. Attachment of receipt(s)
- 105.15 After review of the reimbursement request, the Support Services Division Commander [or his/her designee] will approve or disapprove the request.
- 105.16 If the reimbursement request is approved, the approval will be forwarded to the WPD Fiscal Affairs Section and the requestor. If the reimbursement is for funds of \$50.00 or less, the original receipt must be forwarded to the Fiscal Affairs Section. Once the original receipt is received, the Fiscal Affairs Section will fill out a petty cash slip to take to Treasury to receive cash funds. Once notified, the requestor shall then pick up the cash funds from the Associate Accountant and sign the petty cash receipt that the funds have been received. If the reimbursement request is over \$50.00, Fiscal Affairs will then enter a voucher into the Performance system for reimbursement and a check will be mailed to the requestor once processed by the City Controller's Office.

Grant Management Process

