40/04 Supplies and Requisitions

UNIT SUPPLY ROOM

The Unit Commander, Sergeant, Unit Commander's aide (OA II), and Warehouse Supervisors have keys to the unit supply room. Personnel wishing to obtain supplies may ask one of the above to provide access to the supply room.

An inventory control sheet will be maintained in the supply room. All personnel obtaining supplies shall indicate the exact items removed and shall sign the inventory control sheet.

REQUESTS TO PURCHASE SUPPLIES FROM VENDOR

Personnel wishing to purchase supplies not available in the unit supply room shall prepare a Departmental Supply Requisition (DSR) containing information on the desired supplies. The DSR shall be approved by the individual's supervisor and submitted to the Unit Commander's aide.

All DSR's will be batched according to Account Code and vendor, reviewed to ensure that requests do not exceed the unit's allocated budget, and submitted to the Unit Commander and Bureau for approval. Requests approved by the Unit Commander and Bureau will be processed and the order placed with the appropriate vendor.