

OFFICE OF SUPPORT SERVICES

NOTICE

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March 5, 2024

TO: All Commanding Officers

FROM: Director, Office of Support Services

SUBJECT: FISCAL YEAR 2023/24 DEADLINE TO SUBMIT ORDERS FOR EXPENSES AND EQUIPMENT

Fiscal Group (FG) has established the 2023/24 deadline to submit and complete approved Supply Order Forms (Form 15.11.00) to the FG Supply Section and all requests for General Accounting Authority for Expenditure (AFE) to the FG Appropriations Section. The deadline applies to all requests normally processed by FG, regardless of funding source, to ensure that orders are processed by the Appropriations Section and the Supply Section by the Department of General Services (GSD) and Controller's Office year-end deadlines. It is important that commands continue to comply with spending controls for the remainder of the current fiscal year.

The deadline for all Los Angeles Police Department (Department) entities to submit orders is March 26, 2024, 1600 hours. All Form 15.11.00 requests shall be sent via email to Supply@lapd.online and requests for AFEs to LAPDA appropriations@lapd.online.

This deadline includes payments for services, requests for contract and non-contract orders for equipment, materials and goods, and all orders fulfilled by the GSD Print Shop and the GSD Distribution Center General Warehouse. All requests require proper justification and approval of the commanding officer. Non-contract orders totaling \$1,000.00 or more require three quotes from different vendors. Non-contract "split" orders (multiple orders from the same requestor, requesting the same items from the same vendor, where each order totals under \$1,000.00) will be denied. The Department shall be subject to deactivation of its purchasing authority should split orders occur because this action violates City Administrative Code Section 9.4. Entities are reminded to order supplies in an amount sufficient to last until August 1, 2024.

Additionally, the deadline to submit the Proof of Receiving orders and return of packing slips or invoices to the FG Supply Section is June 14, 2024, 1600 hours. This deadline applies to all items ordered and funded during Fiscal Year 2023/24. Once items are physically received by the requesting entity, the FG Supply Section must be notified by forwarding the packing slip or invoice to FG Supply Section via email to Supply@lapd.online. The receiving document must include the following:

- Divisional Order Number and/or Purchase Order Number;
- Exact count of items received;
- Date received; and,
- Name and serial number of the person receiving the order.

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The FG Supply Section cannot process payments to vendors without written proof of receipt. Failure to notify the FG Supply Section of items physically received and invoiced will negatively impact the City of Los Angeles' financial ledgers. The Department entities with access to the Financial Management System will adhere to the GSD deadlines to submit proof of receiving orders.

All commands are reminded to focus on fiscal prudence and approve only essential items to sustain operational needs.

If you have questions, or if there are extenuating circumstances that prevent compliance with the deadlines, please contact Senior Management Analyst II Manuel Rodarte, Officer in Charge, FG, Supply Section, at (213) 473-7838, or Departmental Chief Accountant III Maureen Wan, Officer in Charge, FG, Appropriations Section, at (213) 486-8563.



DANIEL RANDOLPH, Assistant Chief
Director, Office of Support Services

APPROVED:



T. SCOTT HARRELSON, Deputy Chief
Chief of Staff
Office of the Chief of Police

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