

## OFFICE OF SUPPORT SERVICES

### NOTICE

March 21, 2023

1.3

**TO:** All Commanding Officers

**FROM:** Director, Office of Support Services

**SUBJECT:** 2022-23 DEADLINE TO SUBMIT ORDERS FOR EXPENSES AND EQUIPMENT

Fiscal Group (FG) has established the 2022-23 deadline to submit and complete approved Supply Order Forms (Form 15.11.00) to the FG Supply Section. The deadline applies to all requests normally processed by the FG Supply Section, regardless of funding source, to ensure that orders are processed by the Department of General Services (GSD) 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 Department entities to submit orders is April 13, 2023, 1600 hours. All requests shall be sent via email to [Supply@lapd.online](mailto:Supply@lapd.online).** This deadline includes 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 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) 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, 2023.

**Additionally, the deadline to submit the Proof of Receiving orders and return of packing slips or invoices to the FG Supply Section is June 16, 2023, 1530 hours.** This deadline applies to all items ordered and funded during Fiscal Year 2022-23. 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](mailto: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.

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

All Commanding Officers

Page 2

1.3

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.

APPROVED:



DOMINIC H. CHOI, Assistant Chief  
Director, Office of Support Services



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
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