

## OFFICE OF SUPPORT SERVICES

### NOTICE

April 4, 2022

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**TO:** All Commanding Officers

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

**SUBJECT:** DEADLINE TO SUBMIT ORDERS FOR EXPENSES AND EQUIPMENT

Fiscal Group (FG) has established the following deadline to submit and complete approved Supply Order Forms (Form 15.11) 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 imperative 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 15, 2022, 1530 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, all orders fulfilled by the GSD Print Shop and the GSD Distribution Center General Warehouse. For non-contract orders totaling \$1,000 or more, please submit three quotes for the item(s) and indicate the preferred vendor. All requests require proper justification and approval of the Commanding Officer. Entities are reminded to order supplies in an amount sufficient to last until August 1, 2022. Please be aware that 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, as this action violates City Administrative Code Section 9.4.

Requests for personal protective equipment such as nitrile gloves, N95/surgical masks, and sanitizing wipes normally stocked in the Supply Section's warehouse can continue to be requested after the April 15, 2022, deadline with a 15.11 sent to [Supply@lapd.online](mailto:Supply@lapd.online).

**The deadline to submit the Proof of Receiving orders and return of packing slips or invoices to FG Supply Section is June 10, 2022, 1530 hours.** This deadline applies to the return of packing slips or invoices for all items ordered and funded during Fiscal Year 2021-22. Once items are physically received by the requesting entity, the FG Supply Section must be notified in writing. This can be done 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 Divisional Order Number and/or Purchase Order Number, the exact count of items received, the date received, and the name and serial number of the person receiving the order. The FG Supply Section cannot process payments to vendors without written proof of receipt. Pending purchase orders will negatively impact the City's financial condition and bond rating. Additionally, independent auditors will identify City departments for failing to receive items in a timely manner, and individual commands will be asked to justify delays. Department entities with access to the Financial Management System will adhere to the GSD deadlines to submit proof of receiving orders.

All Commanding Officers

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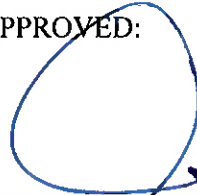
All commands are reminded to be fiscally prudent and approve only essential items to sustain your operational needs.

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



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

APPROVED:



DANIEL RANDOLPH, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

DISTRIBUTION "B"