

## OFFICE OF ADMINISTRATIVE SERVICES

### NOTICE

April 5, 2018

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**TO:** All Commanding Officers

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

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

Fiscal Operations Division (FOD) has established the following deadlines to submit and complete approved Supply Order Forms (Form 15.11) to the FOD Supply Section. These deadlines apply to all requests for purchases, 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 to submit all orders is April 13, 2018, 1530 hours.** This deadline applies to all contract and non-contract orders for equipment, materials and goods, regardless of funding source, all orders fulfilled by the GSD Print Shop, and items obtained from the GSD Distribution Center General Warehouse. For non-contract orders totaling \$1000 or more, please submit three quotes for the item(s) and indicate the preferred vendor. All orders require proper justification.

It is recommended that commands submit their Form 15.11s as soon as possible. Requests for operational necessities will be a priority. Entities are reminded to order supplies in an amount sufficient to last until August 1, 2018.

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.

**The deadline to submit the Proof of Receiving orders and return of packing slips or invoices to the FOD Supply Section is June 8, 2018, 1530 hours.** This deadline applies to the return of packing slips or invoices for all items ordered and funded during Fiscal Year 2017/18. Once items are physically received by the requesting entity, the Supply Section must be notified in writing. This can be done by forwarding the packing slip or invoice to Supply Section via grey mail, facsimile, or hand carried to Supply Section, Piper Technical Center, Space B20, Mail Stop 422, fax number (213) 473-7996. 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 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 Departments for failing to receive items in a timely manner, and individual commands will be asked to justify delays.

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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, Officer-in-Charge, Supply Section, FOD, at (213) 473-7838.



JORGE A. VILLEGAS, Assistant Chief  
Director, Office of Administrative Services



SEAN W. MALINOWSKI, Deputy Chief  
Chief of Staff  
Office of the Chief of Police

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