

OFFICE OF THE CHIEF OF POLICE

NOTICE

June 20, 2019

1.1

TO: All Department Personnel

FROM: Chief of Police

SUBJECT: COMMUNITY RELATIONS CERTIFICATE OF EXPENDITURE,
FORM 15.14.00 – REVISED

The Community Relations Certificate of Expenditure, Form 15.14.00, has been revised to reflect new review/approval procedures due to the recent Department reorganization.

Use of Form: This form is used by Area commanding officers to report community relations related expenditures and to request reimbursement of funds.

Note: Department employees shall seek advanced verbal or written approval from the Chief of Staff prior to spending money and seeking reimbursement.

Completion: This form shall be completed by the Area commanding officer requesting reimbursement for his or her community relations-related expenditures. Each expenditure requires its own form. The Community Relations Certificate of Expenditure shall be accompanied by:

- The original expenditure receipt(s).
- Required documentation:
 - Brief justification for the staff meeting, seminar or retreat;
 - Agenda or program;
 - List of attendees; and,
 - Price quotes from vendors, if applicable, or reasonable estimates for all anticipated expenditures associated with the staff meeting, seminar or retreat.

Distribution:

1 – Original, forward to Fiscal Operations Division after approval and signature of the Officer in Charge, Community Relations Section, and the Chief of Staff.

1 – Copy, maintained by the requesting Area commanding officer.

1 – Copy, maintained by the Officer in Charge, Community Relations Section.

3 – Total

The revised form is attached for immediate use and duplication, and is available in E-Forms on the Department's Local Area Network.

Any questions regarding this Notice may be directed to the Forms Unit, Policies and Procedures Division, at (213) 486-0400.



MICHEL R. MOORE
Chief of Police

Attachment

DISTRIBUTION "D"

COMMUNITY RELATIONS CERTIFICATE OF EXPENDITURE

Area/Division: _____ Date: _____

I hereby certify that the following is a true and correct state of expenses incurred and paid for by me in the furtherance of community relations activities in: _____

Date of Expenditure: _____

Nature of Expense: _____

Organization and/or Individuals: _____

Purpose: _____

Location: _____

Amount of Expenditure: _____

Incurred by (print clearly or type): _____

Signature of Requesting Area Commanding Officer: _____ Serial No. APPROVED
 DISAPPROVED

Signature of Community Relations Section OIC: _____ Serial No. APPROVED
 DISAPPROVED

Signature of Chief of Staff: _____ Serial No. APPROVED
 DISAPPROVED

FOD USE ONLY

Date Received by FOD: _____

Signature of FOD approving authority: _____ Serial No.: _____

Date Reimbursed: _____