

LOS ANGELES POLICE DEPARTMENT

Special Purchasing Card Handbook

Los Angeles Police Department
100 W 1st Street
Los Angeles, CA 90012

MODIFIED 061218

THE HANDBOOK

This Handbook was developed to provide information, direction and guidance to the Los Angeles Police Department (LAPD or Department) on the use of the Special Purchasing Card (P-Card) in procuring items needed for Departmental Youth Program Activities.

These guidelines are not a complete description of Cardholder responsibility. The Department Manual is still applicable and nothing in this Handbook relieves officers/staff of their duties to exercise the highest levels of personal and professional integrity. Usage of the P-Card is subject to monitoring and auditing at any time.

Cardholder or P-Card User, a term used in this Handbook, refers to the authorized individual in possession of a P-Card. Only the approved Card User is authorized to use the Card. Usage by any unauthorized individual is strictly prohibited. The P-Card carries City liability and not the individual Cardholder's liability. It does not affect the Cardholder's personal credit rating. The Cardholder must use the P-Card in accordance with policies and procedures outlined in this Handbook, and all Federal, State, local and organizational rules and regulations. A P-Card may be revoked at any time and for, among other reasons, failure to adhere to the guidelines outlined in this Handbook.

Fiscal Operations Division (FOD) is the accounting administrator. P-Card users must submit completed and reconciled Special Purchasing Card Payment Records (SPCPR), certified by their respective supervisors and commanding officers, to FOD for review.

TABLE OF CONTENTS

| | |
|---|----|
| Overview | 3 |
| Purpose of the Special Purchasing Card Program | 4 |
| Procedures in Obtaining a Special Purchasing Card (P-Card)..... | 4 |
| Special Purchasing Card Pick Up | 4 |
| Donated Funds Setup Procedures & Policies..... | 4 |
| Acceptable Purchases Using the Special Purchasing Card..... | 5 |
| Unacceptable Purchases/Uses | 5 |
| Use and Making Purchases | 6 |
| Out of State Taxes..... | 6 |
| Incorrect Billings, Disputes and Returns | 7 |
| Statement of Reconciliation | 8 |
| Record Keeping and Submission of Documents (the Packet) | 8 |
| Special Purchasing Card Security and Storage | 9 |
| Re-assignment/Relocation of Cardholder to Another Unit..... | 9 |
| Updating the Special Purchasing Card Authorized User List..... | 9 |
| Lost or Stolen Special Purchasing Card..... | 10 |
| Repeated Violations, Non-compliance and Tardiness | 10 |
| Incomplete Reports | 10 |

EXHIBITS

| | | |
|-----|---|--|
| A. | Instructions for Reporting and Acceptance of Donations – 2011 Revised | |
| A1. | 15.02.00 Request to Accept Donation – Exemplar | |
| B. | Special Purchasing Card Application..... | |
| C. | Special Purchasing Card Acknowledgment of Responsibilities | |
| D. | Special Purchasing Card Payment Record (SPCPR)..... | |
| E. | Acceptable Categories..... | |
| F. | Lost or Unavailable Documentation Form..... | |
| G. | Lost/Stolen Card Notification | |
| H. | P-Card Purchase Employee’s Report, Form 15.07, Template | |
| I. | P-Card Tracking Log..... | |

Overview

The Los Angeles Police Department Manual Section 3/245.50 requires that all twenty-one of the Geographic Areas sponsor the Cadet Youth Program. Outside the Geographic Areas, other divisions may also implement the Cadet Program. Many of the Areas offer additional Department sponsored youth programs such as Junior Cadets, Jeopardy, and the Juvenile Impact Program (JIP). Each youth program in each Area is called a Post. With an average of three Posts in each Area, there are approximately 60 youth program Posts Citywide.

Note: All youth programs are required to have a P-Card account established if expenditures are being made and donations are being accepted. A non-budgetary account is no longer authorized.

Upon application and approval of a P-Card, each youth program Post will receive an account within the Police Department Donation Trust Fund (Fund). The account setup will bear the name of the Post and the Program for easy identification; e.g. Rampart Cadets, or Rampart Jeopardy.

The P-Card expenditures shall be for the benefit and operation of the associated Department Youth Program. Only one (1) P-Card can be issued per account. Each account shall have at least one primary and optionally, one or more authorized secondary P-Card users, all of whom may make authorized purchases on the account. The Post's commanding officer shall identify each Card's authorized user names by approving an application form. The Cardholder accepts responsibility of the P-Card policy as outlined in this Handbook by signing the "Special Purchasing Card Acknowledgement of Responsibilities" form. Youth program purchases using a personal credit card are prohibited and generally cannot be reimbursed; therefore, please use the P-Card when making purchases. The P-Card has a declining balance to make purchases as long as it has funds available on it.

Note: Funding received from any source other than a donation shall not be placed in this Fund.

Purpose of the Special Purchasing Card Program

The P-Card Program was established to create a more convenient, efficient and cost effective method of purchasing items and disbursements needed to carry out various events related to youth programs of the different geographic divisions of the Department.

Procedures in Obtaining a Special Purchasing Card (P-Card)

Each youth program Post may request an account within the Police Department Donation Trust Fund (Fund). Only one P-Card can be obtained per program.

A complete application includes the following forms:

- Special Purchasing Card Application (Exhibit B); and,
- Special Purchasing Card Acknowledgment of Responsibilities Form (Exhibit C).

The completed forms, with all the required signatures, shall be submitted to FOD Accounting for verification of information and approval.

Note: No initial donations are required to open a P-Card account. For further questions regarding the process or to have your documents reviewed prior to submitting them to FOD, please contact the Office of Operations (OO) P-Card Coordinator, at 213-486-6050.

Special Purchasing Card Pick Up

The P-Card shall be picked up from FOD by the authorized P-Card user or their supervisor. An authorized P-Card user is one who completed the approved "Special Purchasing Card Application Form" and submitted it to FOD. Security measures require that an authorized user personally pick up the P-Card from FOD. Fiscal Operations Division will notify the authorized Area P-Card users when and where to pick up their P-Card.

Donated Funds Setup Procedures & Policies

All donations received for the benefit of a youth program Post shall follow the same administrative review process established by Administrative Services Bureau (ASB) Notice for *Reporting and Acceptance of Donations*, September 2011. This process is as follows:

- The recipient of the donation completes an Intradepartmental Correspondence (Form 15.02.00) to the Commanding Officer (CO) of Administrative Services Bureau (ASB);
- The Intradepartmental Correspondence donation request to ASB shall include the name of the beneficiary, Geographic Area, and youth program to indicate the specific account to which the donation shall be deposited;
- The Intradepartmental Correspondence shall be signed and approved by an Area-level commanding officer and the bureau commanding officer;
- A designee from the youth Post shall deliver to FOD the bureau-approved Intradepartmental Correspondence along with the applicable donation check. Fiscal

Operations Division will deposit the donation into a temporary trust account and provide a copy of the check and deposit receipt to the youth Post designee;

- The designee from the youth Post shall provide a copy of the Intradepartmental Correspondence, along with a copy of the check and deposit receipt, to ASB for Police Commission approval;
- The Police Commission will notify ASB when it approves a donation, who in turn will notify FOD;
- Once notification of approval by Police Commission is received, FOD will follow normal accounting procedures to set up a fund transfer to the applicable Post account from the temporary trust account;
- Fiscal Operations Division will notify the P-Card users and the P-Card Coordinator, via email, once the funding has occurred and the funds are ready for use.

Acceptable Purchases Using the Special Purchasing Card

Acceptable merchant categories are listed in Exhibit E. More categories may be added or deleted by FOD or the Controller's Office upon request and recommendation of the divisional captain or the bureau commanding officer. *For instance, the use of a chartered bus is being considered and may be added at a later date. A City contract is available under which terms chartered buses may be rented. If it is determined to be applicable for the program, an addendum will be issued.*

The list of acceptable goods in Exhibit E has been crafted to afford Cardholders the broadest latitude in how funds are spent. Please be responsible with the P-Card.

Situations may arise when a cadet Post will host an event that requires payment from other cadet Posts. Although P-Cards cannot be used for payment to other cadet Posts directly, Cardholders may request to move funds from their Post's account to another Post's account to effect payment. To do so, Cardholders shall:

- Complete an Intradepartmental Correspondence requesting funds be moved from one account to another, including all details of the event;
- The Intradepartmental Correspondence shall be signed and approved by an Area-level commanding officer and the bureau commanding officer;
- Forward the Intradepartmental Correspondence to the commanding officer of Community Policing and Policy Group (CPPG);
- Community Policing and Policy Group shall be responsible for approving the request and forwarding the Intradepartmental Correspondence to FOD for processing.

Note: A copy of the Intradepartmental Correspondence will serve as your invoice/receipt.

Unacceptable Purchases/Uses

It is prohibited to use the P-Card for the following:

- Cash withdrawals;
- Personal purchase(s);

Note: If any disallowed items are purchased with the Card, the Cardholder shall be responsible for reimbursing the Department for the disallowed amount.

- Office Equipment/Supplies;

Exception: Youth activities-specific equipment is allowed (e.g., karaoke machine, baseball equipment, etc.). Prior approval from the Cardholder's commanding officer is required for this exception.

- Services Rendered to include:
 1. Consultants, instructors, or speakers;
 2. Persons retained to solicit contributions and sponsorships;
 3. Cleaning services such as uniform or carpet cleaning;
 4. Entertainers;
 5. Rental agreements, equipment leases or rentals (including helium tank rental);
 6. Printing jobs;
 7. Service agreements, including one-time services for equipment and onsite services;
 8. Advertising fees; and,
 9. Training or seminar fees over \$300 per participant (if \$300 or less per participant, payment can be made through the P-Card).

Use and Making Purchases

The use of the P-Card is similar to that of a debit card. To make a purchase:

- The Cardholder will select merchandise and present the Card as the method of payment;
- The Cardholder signs and maintains the original receipt (Cardholder should always insist on a sales receipt or *invoice itemizing the goods purchased*); and,
- Upon returning to the station/workplace, the Cardholder completes the Purchase Record 15.07 Template with pertinent transaction information, affixes the original sales receipt, and attaches an Activity LOG – ICS 214, Form 14.20.12, with a listing of event participants (if applicable).

Note: An ICS 214 is only required for expenses that are attributable to specific youth. For example, a cadet pizza party would require an ICS 214 for the youth present. A purchase of a karaoke machine for the general benefit of the cadet Post would not.

Out of State Taxes

FOD is the LAPD P-Card Administrator and is responsible for processing the payment of taxes on purchases made from vendors out of state. Fiscal Operations Division will analyze the purchase records on a monthly basis and pay any taxes due from the purchaser's account. Fiscal Operations Division will also ensure that all tax practices are in compliance with Controller's Manual section 1.9.12, "Sales & Use Tax."

Out of State sales taxes are not calculated or included on the sales receipt and therefore are not paid at the point of purchase. The City is required to self-report and pay the corresponding amount for such tax liabilities.

These taxes will be paid and funded by the Cadet Post Fund account making the purchase. If the Cadet Post incurs an out of state use tax liability, then FOD will make a deduction from a future load.

Incorrect Billings, Disputes and Returns

The Cardholder shall resolve incorrect billings, disputes and returns. To resolve an incorrect billing or dispute erroneous charges, the Cardholder shall take the following steps:

- Advise his or her supervisor and attempt to resolve the issue with the vendor;
- If the issue cannot be resolved with the vendor, the Cardholder is required to contact U.S. Bank within sixty (60) calendar days from date of the transaction. The bank will process the dispute and send the appropriate forms to the Cardholder;
- Complete the forms provided by the bank in accordance with the instructions. The Cardholder shall read the instructions on the form thoroughly to make sure that all requirements are fulfilled;
- The Cardholder shall complete the forms and ensure the original forms are returned to the bank in a timely manner. The deadline for submission is usually indicated on the form;
- Maintain a copy of the Cardholder Dispute Form and include with the Packet submitted to FOD;
- Contact the bank by phone to ensure the forms were received;
- Once the bank receives the Dispute Forms, it has 45-60 days to resolve the issue;
- When the dispute is resolved to the Cardholder's satisfaction, the Cardholder must ensure that the proper credit memo to the account is issued and reflected in the applicable statement of account; or
- If the dispute cannot be resolved satisfactorily, the Cardholder shall inform their commanding officer who shall review the file and make a determination on what, if any, follow-up steps are appropriate. The commanding officer shall ensure the facts of the matter are documented on a Form 15.07.00, which shall be submitted to FOD as part of the Packet.

To return an item to the vendor, the Cardholder should follow these *Return Procedures*:

- Coordinate the return with the vendor;
- Once the credit is obtained, maintain a copy of the returned item receipt or credit memo, record it in the SPCPR, sign it and keep it with other P-Card receipts;
- Returns that have not been credited back to the account shall be noted on the SPCPR.

In case there are unused *Theme/Amusement Park Tickets*, the following procedures shall be followed:

A. Non-refundable Tickets

Cardholder shall include in the Packet sent to FOD (see the above *Return Procedures*) a Form 15.07.00 (or equivalent) explaining:

- Are the tickets still usable, and if so, notate expiration date;
- The facts surrounding the excess ticket purchase (attendees cancelled, etc.); and,
- The type of event the tickets were purchased for (field trip, etc.).

Statement of Reconciliation

Every month, authorized P-Card users may download the monthly statements of the account from the U.S. Bank website. The bank statement may also be requested from FOD.

The Cardholder shall obtain the monthly bank statement and complete the SPCPR, attach the original receipts/documentation to the Purchase Record 15.07.00 Template, and submit **copies** of all the documents to FOD by the 15th of the following month. All original documents, including original receipts, shall be maintained at each Area for record retention.

The Cardholder must take the following steps upon receipt of the monthly statement:

1. Complete the Special Purchasing Card Payment Record (SPCPR) detailing each transaction by date, vendor, item description/purpose, total amount and date received, which must be signed by the Cardholder, supervisor, and the commanding officer;
2. Review the statement of account;
3. Reconcile the bank statement with entries made on the SPCPR by comparing all purchases against the bank statement to verify all charges are accurate;
4. Attach copies of the completed Purchase Record 15.07.00, which includes a copy of the charge slip or sales receipt and Activity Log – ICS 214, Form 14.20.12, with a list of event participants to the SPCPR; and,
5. If necessary, report any error to the bank and make a note on the SPCPR. Inform the supervisor or commanding officer of the error(s) or disputed charges.

The Area captain or designee is responsible for resolving disputed charges, as well as notifying FOD.

Record Keeping and Submission of Documents (the Packet)

It is the responsibility of the Cardholder to ensure that their information is provided to FOD in a timely manner. The following documents (the Packet) must be submitted to FOD Accounting by the 15th day of the following month:

Note: Cardholders are reminded to obtain an *original sales receipt or invoice itemizing the goods or services purchased*. Charge slips and/or sales receipts or invoices should bear the signatures of the *authorized purchaser/Cardholder when a signature is required*. Duplicate sales receipts or sales drafts may often be obtained from the bank or the vendor. However, the bank imposes a fee for duplicating services. When a receipt or invoice is

misplaced or lost, the Cardholder must prepare a Form 15.07.00. Cardholders are warned that repeated use of this approach may result in the revocation of the Card. Each Form 15.07.00 that takes the place of an original receipt or invoice, shall be signed by both the Cardholder and the Cardholder's commanding officer.

The Cardholder must always keep originals of all documents submitted to FOD and bureau level entities. It is strongly recommended that Cardholders make digital copies of all documents. Documents are sometimes lost in transit; when this happens, the Cardholder must be able to resubmit copies of all documents included in the Packet. It is the Cardholder's responsibility to make sure that the Packet is complete and received by FOD on time. If the Cardholder is absent or will be out for an extended length of time, his or her supervisor is responsible for ensuring the Packet is completed and submitted with copies of receipts and documentation.

Original documents shall be retained at the division for three years, after which they should be transferred to the Office of the Controller, City Archives & Research Center, to be retained for an additional seven years.

Cardholders may scan a digital copy of the Packet and email it to FOD, PCardDocs@lapd.online for processing.

The Packet is required to be submitted even when there are no activities to report or ZERO transactions during the month.

Special Purchasing Card Security and Storage

Cardholders are responsible for P-Card security and storage. The P-Card shall be kept in a secure location and accessible only to authorized users.

Each time the Card is checked-out, used, or checked-in, it shall be logged using the P-Card Tracking Form. Card users shall log the date/time of checkout, the obtaining officer and serial number, the reason for obtaining the P-Card, whether any purchases were made, the supervisor approving any expense made, whether an ICS 214 was completed and associated with the event, and the date/time of check-in. At the end of each Deployment Period (DP), a supervisor shall approve the P-Card Tracking Form. A P-Card Tracking Form shall be completed for each DP and maintained at the Area for review.

Re-assignment/Relocation of Cardholder to Another Unit

Cardholders shall be removed from the list of authorized users upon re-assignment out of the unit. The Cardholder's immediate supervisor will complete and sign an authorized user form (Special Purchasing Card Application) updating the list of authorized users. The immediate supervisor should follow the procedure of updating the P-Card authorized user list described below.

Updating the Special Purchasing Card Authorized User List

The Cardholder's immediate supervisor is responsible for informing OO's P-Card Coordinator, who in turn will notify FOD of the changes in authorized users as soon as possible. To ensure that

the authorized user list is current, FOD will contact U.S. Bank with the new list of authorized users.

Lost or Stolen Special Purchasing Card

The Cardholder or his/her supervisor must report a lost or stolen P-Card immediately to the declining balance card issuer (U.S. Bank), and note the date and time of the notification on Form 15.07.00. A new P-Card will need to be requested from OO's P-Card Coordinator and FOD. Fiscal Operations Division shall notify the Cardholder when the replacement P-Card is ready for pick up.

Any unauthorized charges to the credit card caused by Cardholder's willful delay in reporting a lost or stolen P-Card resulting in monetary losses may lead to disciplinary action.

Repeated Violations, Non-compliance and Tardiness

Repeated violations of and/or non-compliance with the provisions of the Special Purchasing Card Handbook may result in either P-Card suspension or cancellation, depending on the gravity of the violation or violations and may expose the employee to disciplinary action.

The Cardholders' immediate supervisor and commanding officer will be notified when a Cardholder fails to submit the Packet.

Incomplete Reports

FOD will review reports (the Packet) and notify the Cardholder via email requesting any missing items for incomplete submissions (i.e., missing signatures, approvals or supporting documents). If a response is not received in a timely manner, the Packet will be treated as non-compliant. P-Cards may be suspended for non-compliance.

Special Purchasing Cards Forms (Exhibit A to I) – Please complete all applicable forms

A. Instructions for Reporting and Acceptance of Donations – 2011 Revised

A1. 15.02.00 Request to Accept Donation – Exemplar

B. Special Purchasing Card Application

Any P-Card user shall fill out this form when applying for a P-Card. It must be completely filled out and signed by all supervisors as indicated in the Application Instructions in Exhibit D.

C. Special Purchasing Card Acknowledgment of Responsibilities

This document outlines the responsibilities of the applicant as a holder of the City of Los Angeles P-Card. It must be signed by the applicant and the applicant's commanding officer or designee before submission.

D. Special Purchasing Card Payment Record (SPCPR)

This form is used to record all purchases made with the P-Card. Purchases should be recorded as they are made. All entries must be reconciled with the statement of account.

E. Acceptable Categories

F. Lost or Unavailable Documentation Form

G. Lost/Stolen Card Notification

H. P-Card Purchase Employee's Report, Form 15.07.00

I. P-Card Tracking Log

Contact Persons

| | | | |
|-------------------------------|------------------|------------------|---------------------|
| FOD: | Carmencita Reyno | Serial No. N5594 | |
| | Rodolfo Bongat | Serial No. N3207 | |
| OO P-Card Coordinator: | Michael Hackman | Serial No. 41468 | 213-486-6064 |

ADMINISTRATIVE SERVICES BUREAU

Exhibit A

NOTICE

September 19, 2011

1.10

TO: All Commanding Officers

FROM: Commanding Officer, Administrative Services Bureau

SUBJECT: REPORTING AND ACCEPTANCE OF DONATIONS — 2011 REVISED

There have been revisions to the instructions for Acceptance of Donations. Additional information is required and, therefore, this supersedes the NOTICE dated July 15, 2011 previously sent to All Commanding Officers.

Commanding Officers shall notify Administrative Services Bureau (ASB) as soon as they are aware that a donation is offered or provisionally received, but no later than 30 days from the date of notification. Transmitting a copy of the donor's correspondence and supporting documentation as to how the donation will be utilized to ASB will satisfy this requirement. The timely reporting and submission of donations is essential in ensuring transparency and appropriate accountability. Los Angeles Police Department (Department) personnel are reminded to adhere to the Department Manual Section 3/350.20. The manual section defines the Department's procedures for the acceptance of donations. This section also states that donations **shall not** be placed into use prior to their approval. Such approval always includes ASB, the Board of Police Commissioners, in most cases, and the Mayor and City Council if more than \$15,078.00.

Checks for monetary donations **must** be made out to the "Los Angeles Police Department Trust Fund — Division/Area name" with a notation at the bottom of the check or the memo line as to the purpose of the donation (e.g., 77th Street Area, Community Room flooring). They should be transmitted to Fiscal Operations Division immediately upon receipt for deposit into the trust fund. Monetary donations should not be deposited into a station fund account.

Information Technology Bureau (ITB) **must** be contacted at (213) 486-0370 prior to the purchase or the acceptance of any technology equipment. This will allow ITB to determine whether it meets the Department and City specifications and if the equipment can be maintained and supported. Also, any warranty or maintenance agreement **must** be specified. What is the length of the warranty or maintenance agreement and once it expires how will this be covered?

If the donation is in reference to digital voice recorders (Electronics Unit) or digital cameras (Photographic Unit), pre-approval **must** be obtained from Scientific Investigation Division (SID) prior to submitting to ASB. Once SID has reviewed the specifications they will advise whether the donation *DOES OR DOES NOT MEET* the Department and City standards. If the donation *DOES NOT MEET* these standards, the course of action must be outlined, i.e., return donation or

1.10

will donor provide maintenance and necessary accessories. Also, any warranty or maintenance agreement **must** be specified. What is the length of the warranty or maintenance agreement and once it expires how will this be covered?

Motor Transport Division **must** be contacted at (213) 486-1020 for approval prior to the purchase or the acceptance of motor vehicles, trailers, T3s, etc. Motor Transport Division will either review the specifications and/or conduct an inspection of the vehicle to determine whether the vehicle will meet the Department and City specifications and if the vehicle can be maintained and supported. Also, any warranty or maintenance agreement **must** be specified. What is the length of the warranty or maintenance agreement and once it expires how will this be covered?

Attached is an exemplar of the "Request to Accept Donation" which provides specific questions and responses to aid in the completion of the Intradepartmental Correspondence, Form 15.02.00, to be directed to Administrative Services Bureau. **The purpose and intended use of the items donated must be described.** The donation recipient **must** ensure that there is no potential conflict of interest associated with the acceptance of the donation, i.e., that its acceptance would not reflect negatively on the Department or the City in general, and that the donor is not currently a City contractor or vendor.

Also attached for your information is the Los Angeles Police Foundation Funding Guidelines Summary. Staff of the Foundation requests that these be referenced and/or their website LAPoliceFoundation.org be referenced prior to making a request for a grant.

If you have any questions, please contact Police Administrator Rhonda L. Sims-Lewis, Commanding Officer, Administrative Services Bureau, at (213) 486-7060.

APPROVED



R ONDA L. SIMS LEWIS, Police Administrator
Commanding Officer
Administrative Services Bureau



STEPHEN R. JACOBS, Deputy Chief
Chief of Staff
Office of the Chief of Police

Attachments

DISTRIBUTION "B"

INTRADEPARTMENTAL CORRESPONDENCE

Exhibit A1

September 7, 2016
4.1

To: Commanding Officer, Administrative Services Bureau

From: Commanding Officer, Central Area

SUBJECT: REQUEST TO ACCEPT DONATION-CENTRAL AREA CADET POST

It is requested that Administrative Services Bureau approve and forward correspondence to the Board of Police Commissioners to accept the unsolicited donation in the amount of \$400.00. The donation was received on August 18, 2016. The check was received at Fiscal Operations Division and deposited into the Los Angeles Police Trust Fund, Central Area Cadet Post. A copy of the donation receipt is attached.

DONOR INFORMATION:

The Greek Theater
C/O Becky Colwell
Manager, Stadium Operations Administration
2700 N. Vermont Ave.
Los Angeles, CA 90027
(323)606-8110

The donation will be utilized for food and recreational activities/events for the Central Area Cadet Post. All possible conflicts of interest have been researched. The donor is not a City vendor and the acceptance of this donation would not reflect negatively on the Department or the City of Los Angeles in general. No expressed or implied commitment or promise was made to the donor or representatives of the donor. The donor will not receive any preferential treatment, endorsement and recommendation. The donor is not allowed the use of any Los Angeles Police Department patent:

Upon approval of this donation, funds are to be transferred into the Central Area Cadet Post Special Purchasing Card account by Fiscal Operations Division.

If you have any questions, please contact Sergeant II Mike Flanagan, Officer-in-Charge, and Officer Gabriela Gomez, Youth Service Officer, Central Area Community Relations Office, at (213) 486-1164.

APPROVED:

HOWARD J. LESLIE,
Captain, Commanding Officer
Central Area

ROBERT N. ARCOS, Deputy Chief
Commanding Officer
Operations-Central Bureau

LAPD YOUTH PROGRAM

Exhibit B

Special Purchasing Card Application

Mail complete Application and Employee Acknowledgement of Responsibilities to:
PURCHASING CARD ADMINISTRATION ~ MAIL STOP 400

☐

New

☐

Change

Last 4 digits of credit card _____
(Complete fields to be changed only)

Company Name: CITY OF LOS ANGELES - LAPD

Card User Information (All are required)

Applicant's Name _____

Serial Number _____

Department CITY OF LA - POLICE DEPARTMENT

Station Name _____ **MS#** _____
* (Mail Stop Number)

Youth Program Name _____

Address _____
* (Work Location-Address)

City _____ **State:** CA **Zip Code** _____

Work Email _____

Cell Phone Number _____ **Work Phone** _____

**Applicant's
Position Title** _____

**Applicant's Signature
and Date Signed** _____

LAPD Approvals

Supervisor's
Printed Name/SN: _____

Supervisor's Signature and
Date Signed: _____

Captain/Designee's
Printed Name/SN: _____

Captain/Designee's Signature
and Date Signed: _____

Bureau Chief/Designee
Printed Name/SN: _____

Bureau Chief/Designee Signature
and Date Signed: _____

FOD Commanding Officer
Printed Name/SN: _____

FOD Commanding Officer's Signature
and Date Signed: _____

**(For Program Administrator Use Only)
Card User Controls**

Requested Credit Limit (CSL) \$ _____

Single Purchase Limit \$ _____

Authorizations Per Day _____

MCC Group _____

Transactions Per Cycle _____

Card User Approvals

Approved By: _____
(FOD Special Purchasing Card Administrator)

Signature/SN: _____ Date: _____

Bank Use Only

Account # _____

Unit Assigned: _____
Signature Verified: _____ Date: _____ Initials: _____ Mgt: _____

**CITY OF LOS ANGELES
SPECIAL PURCHASING CARD EMPLOYEE
ACKNOWLEDGMENT OF RESPONSIBILITIES**

Exhibit C

This document outlines my responsibilities as an authorized user of the City of Los Angeles Police Department Special Purchasing Card ("Card"). My signature indicates that I have read and understand these responsibilities, and further, that I agree to adhere to the guidelines established for the program contained in the Special Purchasing Card Handbook.

I agree to the following regarding my use of the Special Purchasing Card:

1. I understand that the City of Los Angeles Special Purchasing Card is intended to facilitate the purchase and payment of materials required for the conduct of LAPD Youth Program Activities.
2. I understand that under no circumstances shall I use the P-Card to make personal purchases, either for myself or for others.
3. Use of the P-Card not authorized within the Handbook may be considered misappropriation of City funds. This could result in (a) immediate and irrevocable forfeiture of the Card; and/or (b) disciplinary action.
4. I understand that the P-Card must be surrendered upon termination of employment whether due to retirement, voluntary separation, resignation or dismissal. Additionally, the P-Card must be surrendered to the supervisor upon transfer or promotion.
5. I agree to maintain the P-Card with appropriate security whenever and wherever I may use the Card. If the P-Card is stolen or lost, I agree to immediately notify US Bank, my supervisor, the FOD P-Card contact, and the OO P-Card Coordinator using the steps outlined in the Special Purchasing Card Handbook.

I understand that when I follow the procedures as outlined in the Special Purchasing Card Handbook, I relieve the City of Los Angeles and myself of liability for fraudulent use.

If I fail to abide by the lost or stolen Card procedures as outlined in the Handbook, I will be responsible for any charges made against the Card.
6. When the P-Card is in my possession, I will not allow any unauthorized use.
7. I understand that since the P-Card is the property of the City of Los Angeles, I am required to comply with internal control procedures designed to protect City assets. This may include being asked to produce the P-Card to validate its existence and account number and produce receipts and statements to audit its use.
8. I understand that there will be a monthly bank card statement. This statement will report all activity during the statement period. Since I am responsible for all charges on the P-Card (but not for payment), I will resolve any discrepancies by contacting either the merchant or the Bank and the Purchasing Card Program Administrator. I understand that I will be required to obtain detailed sales invoice, cash register receipts, packing slips, if applicable, for submission to FOD with the monthly Special Purchasing Card Payment Record (SPCPR).
9. I understand that all charges will be directly deducted from the P-Card balance. I understand that the Bank cannot accept any payment from me directly. Therefore, any charges made against the P-Card which are personal will be considered misappropriation of City funds.
10. I agree to charge only those purchases consistent with type of purchases authorized by my manager/supervisor/captain.
11. I understand that the Card is not provided to all employees. Assignment of the City's Purchasing Card is based on my understanding that the purchases made are required for the conduct of LAPD youth programs. My card may be revoked based on change of assignment or location. I understand that the P-Card is not an entitlement nor reflective of title or position.
12. I have been given information on where to obtain the Special Purchasing Card Handbook and understand the requirements for the Card's use.
13. I agree that should I willfully violate the terms of this agreement and use the P-Card for personal use or gain, I will reimburse the City of Los Angeles for all incurred charges and any fees related to the collection of those charges.

Card User / Employee's Name (Printed) / Serial #

Employee's Signature

Date Signed

Captain or Designee's Name (Printed)

Signature

Date Signed

**City of Los Angeles - Police Department
SPECIAL PURCHASING CARD PAYMENT RECORD**

Exhibit D

| | | | | | | | |
|---|------------------|-------------------------|--|---|------|---------------------|--------|
| CYCLE DATE From _____ To _____ | | CARD USER NAME _____ | | STATION NAME _____ | | Page _____ of _____ | |
| CARD ACCT. # - last 4 digits only | WORK PHONE NO. | FAX NUMBER | PROGRAM NAME | APPR ACCT# | TASK | SUBTASK | |
| INSTRUCTIONS: This form is used to reconcile the Special Purchasing Card Statement with the receipts/invoices of all purchases made within the billing period. The required information should be posted immediately after each transaction. All original invoices and other supporting documents should be attached for audit purposes. The Controller's Office or FOD may request additional documentation or justification for any purchasing card activity at any time. | | | | | | | |
| | Date of Purchase | Vendor Name | Transaction Description, Purpose, Program Event (Attach additional documentation when necessary) | | | Date Received | Amount |
| 1 | | | | | | | \$0.00 |
| 2 | | | | | | | \$0.00 |
| 3 | | | | | | | \$0.00 |
| 4 | | | | | | | \$0.00 |
| 5 | | | | | | | \$0.00 |
| 6 | | | | | | | \$0.00 |
| 7 | | | | | | | \$0.00 |
| 8 | | | | | | | \$0.00 |
| 9 | | | | | | | \$0.00 |
| 10 | | | | | | | \$0.00 |
| | | | | | | TOTAL | \$0.00 |
| I understand that the P-Card is the property of the City and confirm that all goods procured with the Special Purchasing Card are for LAPD Youth Program usage. I certify that the purchased items were made in conjunction with the Program policies and procedures as stated in the Special Purchasing Card Handbook. I am aware that any non-related purchase(s) or transaction(s) from a questionable vendor(s) may subject this P-Card and my authorization to use the P-Card to suspension or revocation. I am also aware that gross negligence or repeated offenses may be subject to disciplinary action by my City Department. | | | | I confirm receipt of goods and that all expenses are authorized for LAPD Youth Program usage. I certify that the proper receipts and documentation are attached indicating the goods purchased, vendor name, costs and program purpose(s) as well as the required signatures. I am aware that any non-related purchase(s) or transaction(s) from a questionable vendor(s) may subject the Special Purchasing Card to suspension or revocation and that gross negligence or repeated offenses may subject the Cardholder to disciplinary action by my City Department. My signature implies my cooperation in an audit or disciplinary action. | | | |
| | | | | Approved and Confirmed by Immediate Supervisor (Print Name / Serial # / Title and Sign) Date | | | |
| | | | | Verified and Reconciled by Card User (Print Name / Serial # and Sign) Date | | | |
| | | | | Approved and Confirmed by Captain or Designee (Print Name / Serial # / Title and Sign) Date | | | |
| | | | | | | | |

ACCEPTABLE CATEGORIES

Merchant Category

Amusement/Theme Parks, Carnivals, Circuses
Aquariums, Sea-aquariums, Dolphinariums
Artists Supply and Craft Shops
Bakeries
Book Stores
Books, Periodicals and Newspapers
Bowling Alleys
Business Services, Not Elsewhere Classified (e.g. Medieval Times)
Candy, Nut and Confectionery Stores
Card Shops, Gift, Novelty and Souvenir Shops
Caterers
Charitable and Social Service Organizations
Civic, Fraternal and Social Association
Clothing Rental – Costumes, Formal Wear, Uniforms
Colleges, Junior Colleges, Universities & Professional Schools
Commercial Sports, Athletic Fields, Professional Sport Clubs and
Dairy Products Stores
Dinner
Direct Marketing – Catalog Merchant
Direct Marketing, Not Elsewhere Classified (Craig's List only)
Discount Stores
Drug Stores and Pharmacies
Dry Cleaners (Limited to costumes and linens)
Eating Places and Restaurants
Electrical Parts and Equipment Stores
Electronic Sales Stores
Express Payment Services (Motion Pictures)
Fast Food Restaurants
Florists
Framing Service
Freezer and Locker Meat Provisioners
Golf Courses – Public
Government Services, Not Elsewhere Classified
Grocery Stores and Supermarkets
Hardware Equipment and Supplies
Hardware Stores
Hobby, Toy and Game Shops
Home Supply Warehouse Stores
Industrial Supplies, Not Elsewhere Classified
Local/Suburban Commuter Transportation

Exhibit E

Lumber and Building Materials Stores
Marinas, Marine Service and Supplies
Membership fees
Membership Organizations, Not Elsewhere Classified
Miscellaneous and Specialty Retail Stores
Miscellaneous Apparel and Accessory Shops
Miscellaneous Food Stores – Convenience Stores and Specialty
Miscellaneous General Merchandise Stores
Miscellaneous Home Furnishing & Specialty Stores
Miscellaneous Personal Services (for City of LA Employees benefits ticket purchases)
Motion Pictures Theatres
Music Stores, Musical Instruments, Piano Sheet Music
News Dealers and Newsstands
Nurseries – Lawn and Garden Supply Store
Pet Shops, Pet Food and Supplies Stores
Photofinishing Laboratories, Photo Developing Laboratories
Quick Copy, Reproduction and Blueprinting Services
Record Shops
Recreation Services, Not Elsewhere Classified
Safe and Lock Service
Schools and Educational Services, Not Elsewhere Classified
Sewing, Needle Work, Fabric and Piece Goods Stores
Sporting and Recreational Camps
Sporting Goods Stores
Stationery, Office and School Supplies Stores
Stationery, Office Supplies, Printing and Writing Paper
Theatrical Producers (Except Motion Pictures), Ticket Agencies
Tourist Attractions and Exhibits
Trailer Parks and Camp Grounds
transportation by ground, sea or air including charter
Used Merchandise and Secondhand Stores
Variety Stores
Video Amusement Game Supplies
Video Game Arcades/Establishments
Video Tape Rental Stores
Wholesale Clubs
Women's Accessory & Specialty Shops

**CITY OF LOS ANGELES
LOS ANGELES POLICE DEPARTMENT**

LOST or UNAVAILABLE DOCUMENTATION FORM

This form is required for any Special Purchasing Card (SPC) transaction that does not have documentation from the merchant. Warning: Repeated use of this form as substitute documentation could result in revocation of your SPC.

Documentation from the merchant is required for every SPC transaction. Acceptable transaction documentation may be:

- Receipt and card transaction slip from the merchant
- Electronic receipts
- Invoice showing credit card payment
- Order form for dues, memberships, subscriptions, or similar

INFORMATION

| | | | |
|-----------------------------|--|------------------|--|
| Card User | | Date of Purchase | |
| Account No. (Last 4 digits) | | Vendor's Name | |
| Station Name | | Program Name | |

DESCRIPTION, QUANTITY AND COSTS OF ITEM(S)

| Description | Quantity | Cost/Item | Total Cost |
|-------------|----------|-----------|------------|
| | | | |
| | | | |
| | | | |

REASON/S ORIGINAL DOCUMENTATION IS UNAVAILABLE

| |
|--|
| |
| |
| |

Attach any additional information or justification about this transaction.

I hereby certify that:

- All items purchased in this Purchase card transaction were for the City of Los Angeles use and not personal use;
- I will not seek reimbursement in any other manner for this transaction; and
- Original documentation is not in my possession for the reasons stated above.

I acknowledge that the lack of documentation could result in the revocation of my Purchasing Card.

Card User Signature _____ Date _____

SUPERVISOR'S DETERMINATION AND SIGNATURE

I certify that the items purchased in the lost receipt were for the City of Los Angeles' use. A copy of this completed Form will be kept with the Cardholder's Account Documents and SPCPR which lists this transaction.

Supervisor Rank/Signature

Print _____ Signature _____ Date _____

Captain/Designee

Print _____ Signature _____ Date _____

City of Los Angeles
LOS ANGELES POLICE DEPARTMENT

LOST/STOLEN CARD NOTIFICATION

TO: SPECIAL PURCHASING CARD ADMINISTRATOR, FISCAL OPERATIONS DIVISION

This serves as notification that the following Special Purchasing Card has been reported to US Bank as lost/stolen to its Lost or Stolen Card service number _____.

Station Name: _____

Program Name: _____

Card Number: _____

Date Card Reported Stolen: _____

Card User Signature: _____

Captain Name (Print): _____

Captain Signature: _____

Please Email to:

| Fiscal Operations Division P-Card Contacts | |
|--|-------------------|
| Carmencita Reyno | N5594@lapd.online |
| Rodolfo Bongat | N3207@lapd.online |
| P-Card Program Coordinator | |
| Michael Hackman | 41468@lapd.online |

LOS ANGELES POLICE DEPARTMENT
EMPLOYEE'S REPORT

Exhibit H

15.07.00 (04/62)

DR

| | | | | | |
|---|--|------------------------|--|------------------------|--|
| SUBJECT | | | | | |
| DATE & TIME OCCURRED | | LOCATION OF OCCURRENCE | | DIVISION OF OCCURRENCE | |
| TO: (Rank, Name, Assignment, Division) | | | | DATE & TIME REPORTED | |
| DETAILS: (IF MORE SPACE IS NEEDED GO TO THE NEXT PAGE) | | | | | |
| <p>On the above date and time, a purchase was made with a Department-issued Special Purchasing Card ("P-Card") assigned to _____ Area/division _____ program.</p> <p>A charge of \$_____ was made from the following vendor: _____</p> <p>The purpose of the purchase/details of transaction are: _____ _____ _____ _____ _____ _____</p> <p>A listing of the involved individuals (e.g. cadets, junior cadets, etc.) is contained in the attached Activity Log (ICS 214), Form 14.20.12.</p> | | | | | |
| <div style="border: 1px solid black; width: 100%; height: 100%; display: flex; align-items: center; justify-content: center; text-align: center; padding: 20px;">Attach Receipt Here or As Additional Page If Too Large</div> | | | | | |
| | | | | | |
| DATE & TIME TYPED | | DIVN. RPTG | | CLERK | |
| SUPERVISOR APPROVING | | SERIAL NO. | | EMPLOYEE(S) REPORTING | |
| | | | | SERIAL NO. | |
| | | | | DIVN. | |

P-CARD TRACKING LOG **AREA/PROGRAM**

YEAR

[illegible]

DATE: