

TRACE EVIDENCE POLICY/PROCEDURE 96-TES-14

DATE: January 15, 2003

TO: Trace Evidence Staff

FROM: SAC Troy Hamlin

SUBJECT: Equipment/Supply Requests

All supply and equipment requests should be taken to SA Chuck McClelland who will prepare a Purchase Ticket/Order. The PT/PO must be approved by the section SAC, sent (or taken) to Assistant Director Richardson for approval. Orders under \$200.00 may be directly purchased from the vendor by purchase ticket. Orders exceeding \$200.00 require purchase orders by submitting to Deputy Assistant Director Bill Weis who will enter them into the e-procurement system.

Purchases of \$50.00 or less may be paid with your personal credit card, check, or cash with the prior approval of the section SAC. These costs can be filed on monthly expense accounts for reimbursement. To improve our section ordering procedure we need to standardize the information that is supplied with the requests. This should increase our chances of getting the things we order. A sample Purchase Ticket/Order form is attached to this memo. Use this form as a guideline for your future requests. The following procedure should be followed when completing requests:

1. Use the PT/PO form.
2. Use a separate form (or set of forms) for each vender.
3. Leave the approved line blank.
4. Vender name and Number are Required. Vender # is the Federal Tax ID #.
THESE ARE REQUIRED.
5. Accurately describe the item with a catalog #.
6. Give accurate unit prices. (Some venders charge the price listed on the order when a lower price is available on State Contract.)
7. Specify the amount or quantity requested. Use "case," "pack," or "box" when a appropriate. Some venders use the same catalog number for a single item or for a case quantity.