

TRACE EVIDENCE POLICY/PROCEDURE 96-TEs-14

MEMORANDUM

DATE: January 12, 1996

TO: Trace Evidence Personnel

FROM: D. Troy Hamlin

SUBJECT: Equipment/Supply Requests

The Bureau procedures for ordering supplies has recently changed to comply with the State Accounting System. All supply and equipment requests should be taken to L. C. Ford who will prepare a Requisition Worksheet. The Requisition must be approved by the section supervisor, sent (or taken) to Assistant Director Carneal for approval, and then sent (or taken) to Support Services where a purchase order number is assigned, and if below \$750.00 the order is placed. Orders exceeding \$750.00 require quotes. If your intent is to get a PO# and you will be picking-up, faxing in, or phoning in the order yourself (etc.) Support Services needs to be informed.

Purchases of \$50.00 or less may be paid with your SBI American Express, personal credit card or check, or cash. These costs can be filed on monthly expense accounts for reimbursement without a purchase order number. Please notify Cathy Driver of any expenses that are paid without purchase order numbers so she can keep a monthly log of these purchases. 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 Requisition Worksheet 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 Requisition Worksheet form.
2. Use a separate form (or set of forms) for each vender.
3. Use your name followed by the section name (Trace Evidence) so you can be notified if questions or problems develop and so the supplies can get to you when received.
4. The section phone number should be used (919-662-4500 ext 521).
5. Need Order By line should be a reasonable date, NOT ASAP.
6. Leave the approved line blank.
7. All orders are delivered to:

D. Troy Hamlin, Trace Evidence Supervisor
3320 Old Garner Road
Raleigh, NC 27626

8. Vender name and Number are Required. Vender # is the Federal Tax ID #. THESE ARE REQUIRED.
9. Accurately describe the item with a catalog #.
10. Give accurate unit prices. (Some venders charge the price listed on the order when a lower price is available on State Contract.)
11. Specify the amount or quantity requested. Use "case," "pack," or "box" when appropriate. Some venders use the same catalog number for a single item or for a case quantity.

We can have a meeting in the near future to discuss any questions you have regarding this new procedure.