

IDAHO STATE POLICE PROCEDURE

04.07 PURCHASING

I. GENERAL

- A. This procedure establishes an Idaho State Police (ISP) centralized purchasing operation for the acquisition of all equipment, supplies, and services in compliance with the State of Idaho Division of Purchasing (DOP) rules and regulations. ISP purchasing processes, services, and resources are intended solely for legitimate business purchases. The Meridian warehouse does not receive or distribute personal use orders.
- B. The purchase and use of products and services can have a profound impact on the environment. ISP recognizes the positive impact that it can make on the environment through [Environmentally Responsible Purchasing](#). Although environmental stewardship may not be the core of our professional mission, the integration of these factors can result in economic, health, and environmental gains that will further ISP goals. Employees are encouraged to consider the acquisition of environmentally preferable products and services to the extent feasible consistent with price, performance, availability, and safety considerations.
- C. Idaho State Police does not tolerate acts of domestic violence, dating violence, stalking, or sexual violence or sexual harassment committed against its employees by consultants, contractors, or subcontractors. Anyone witnessing such incidents is required to report the misconduct pursuant to Idaho State Police Procedures 02.15 and 03.18.

II. DEFINITIONS

- A. “Authorized signatory” means the person authorized to sign purchasing contracts or agreements. Only the Director, Financial Executive Officer, and Deputy Director are authorized to sign contracts, memoranda of understanding or agreement, letters of understanding or agreements between ISP and other entities.
- B. “Capital outlay” is a budgetary term that refers to non-consumable articles valued at \$2,000 or more such as computers, vehicles, desks, and chairs. These items are inventoried annually and have a normal useful life expectancy of more than two years.
- C. “Direct bill” refers to accounts or invoices for vendors who do not accept the purchasing card, but will bill the ISP upon provision of an ISP purchase order.
- D. “Environmentally Responsible Purchasing” means using an informed process to intentionally acquire environmentally preferable products and services. These products and services have a lesser or reduced negative effect on human health and the environment when compared to others that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, energy use, toxic content, operation, maintenance, or disposal of the product or service.

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- E. “Fixed Asset” means inventoriable (valued at \$2,000 or more) real or personal property, such as land, buildings, machinery, equipment, and vehicles. Each item is inventoried in the Fixed Asset System (FAS). Inventoriable property also includes all firearms, body armor, and computers, regardless of value.
- F. [“FSO Contract Administrator”](#) means the person designated to receive, process and retain all contracts, memoranda of understanding, memoranda of agreement, letters of understanding and agreements between ISP and other entities. The FSO Contract Administrator does not sign contracts, memoranda of understanding or agreement, letters of understanding or agreements between ISP and other entities.
- G. “Navision” means ISP’s authorized fund accounting software.
- H. “Program Approval” refers to the Major/Manager or the Captain/Manager as the approving authority designated by program units.
- I. “Purchasing card” (P-card) means a charge card issued by the State of Idaho to state employees for use in making official, business-related purchases of no more than \$3,000, pursuant to ISP procedure [04.08 Purchasing Card](#). The following items are not authorized to be purchased with a P-card: Capital outlay items, IT software and hardware of any value, office furniture, televisions, tires (unless in an emergency situation), alcohol, or anything requiring an Agreement/Contract.
- J. “Requisition” means an electronic form used to request the acquisition of goods. It is the form used to obtain FSO authorization to expend funds and must be completed and approved before a purchase order may be issued. Item-based requisitions are established to obtain items from warehouse stock by means of an item’s unique 7-digit item number and the requesting program’s PCA. General Ledger, or G/L, requisitions are established to direct FSO to purchase or otherwise acquire an item or service by means of the appropriate 7-digit general ledger account number and the requesting program’s PCA.
- K. “Services” means activities performed by person(s) or organization(s) paid for by the service recipient(s).
- L. “Stock inventory” means consumable items maintained in the warehouse in quantities sufficient to meet recurring demands. Stock inventory items are managed and requisitioned using Navision.
- M. “Supplies” means items of expendable personal property which, during their normal use, are consumed and which require or suggest acquisition in bulk.
- N. “Total cost” means the cost of the good or service including any associated fees or expenses such as installation or freight. For competitive purchasing purposes, total cost may also include training, periodic service, buy-back credit, and disposal.

III. Environmentally Responsible Purchasing

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- A. ISP employees seek to reduce environmental impacts associated with their purchases.
- B. Environmental factors are taken into account as early as possible in the acquisition planning and decision-making processes.
- C. Responsibility for environmentally responsible purchasing is shared among the program and purchasing personnel.
- D. Environmentally responsible purchasing applies to P-card and negotiated/competed purchases.

IV. RESPONSIBILITIES OF THE FINANCIAL SERVICES OFFICE (FSO) - PURCHASING

- A. initiate, conduct, and conclude competitive solicitations and negotiations concerning purchase or lease of materials, equipment, supplies, services, and all capital outlay expenditures, within the limits of purchasing authority delegated by the Administrator of the DOP and in accordance with [IDAPA 38.05.01](#);
- B. identify sources and select vendors, taking into consideration suggestions and quotes from employees submitting requisitions;
- C. ensure all purchasing is conducted pursuant to the rules of the DOP, and all legal and financial requirements are met;
- D. provide counsel and advice to program unit personnel regarding purchases for program unit;
- E. process all capital outlay purchases;
- F. solicit through Request for Quotes (RFQ) to obtain informal quotes for items costing more than \$10,000 and less than \$100,000;
- G. receive, deliver, and distribute incoming and outgoing equipment, supplies, and property through the ISP warehouse;
- H. inspect goods for discrepancies and damage, and verify items against the purchase order issued;
 - 1. technically complicated items such as computers and forensics equipment may require expert assessment to determine if all listed or required components have been received;
 - 2. computer equipment and supplies are verified by Information Technology (IT) staff;
 - 3. forensics equipment and supplies are verified by Forensics staff;
- I. exercise authority delegated from the DOP to approve equipment lease and rental agreements;

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- J. process and dispose of surplus property; and
- K. approve agreements for professional and consultant services, provided:
 - 1. the cost does not meet or exceed \$100,000; or
 - 2. the term of service does not meet or exceed one year in duration.

V. PROGRAM UNIT PURCHASES

- A. With appropriate program authorization, program units (except Forensics) may utilize the P-card to purchase the following in accordance with ISP procedure [04.08 Purchasing Card](#):
 - 1. supplies, equipment, and miscellaneous services up to a total of \$3,000, excluding capital outlay;
 - 2. vehicle mechanical repairs up to \$3,000;
 - 3. vehicle collision repairs up to \$3,000;
 - 4. all photocopying, or other related services;
 - 5. all leases and rentals
 - 1) up to \$3,000 or
 - 2) up to one year in duration;
 - 6. seminar and conference registrations, up to \$3,000, upon travel approval;
 - 7. airline tickets upon travel approval;
- B. Certain items within the above limits may be under State or ISP contract and must be purchased from the contractor; contact the FSO - Purchasing for information when considering purchases.
- C. Purchases may not be separated or divided to avoid quote requirements.

VI. SPECIAL PURCHASE INFORMATION

- A. Funds must be available prior to initiating any purchase.
- B. Business card orders are processed through the Director's Office Administrative Assistant.
- C. ISP IT approval is required prior to any purchase for information technology-related hardware or software, unless approved by a major.
- D. No items or services may be purchased from current ISP employees.
- E. No surplus property may be sold to ISP employees or their immediate family members.
- F. Factory and extended warranties are important cost saving features in many purchases;
 - 1. the program or end-user:
 - a. sends in warranty registration cards;
 - b. documents and tracks warranty periods; and

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- c. coordinates with the vendor or manufacturer for any necessary warranty repairs and service for the items;
2. if a capital item must be sent to the manufacturer or a designated repair facility for warranty repair or replacement, contact the program FAS Coordinator and refer to ISP procedure [04.02 Inventory Management](#) for processing instructions;
3. extended warranties purchased through FSO - Purchasing are managed as contracts by FSO - Purchasing;
4. coordination for repair under an extended warranty may be made by the end user directly to the vendor or manufacturer, or through the responsible buyer in FSO.

VII. THE REQUISITION

- A. A completed requisition is required for:
 1. all capital outlay purchases;
 2. all IT software
 3. all IT hardware purchases
 4. payments on multi-year contracts;
 5. supplies stocked in the ISP warehouse; and
 6. purchases of supplies or equipment exceeding \$3,000.
- B. Submit the requisition electronically in Navision, which routes it to obtain the appropriate program approval and budgetary authorizations.
- C. The FSO - Purchasing may combine requisitions for obtaining quotes or ordering.
- D. For general ledger requisitions:
 1. allow a minimum of 15 business days from FSO - Purchasing receipt of requisition to purchase;
 2. as delivery is dependent on program specifications and vendor product availability, FSO - Purchasing will check status on orders by request after the initial 15 business days has elapsed;
 3. provide sufficient product descriptive information to enable buyers to locate and purchase the required item(s) and for storekeepers to identify the item(s) upon receipt; product descriptive information may be entered in the requisition "Description" blocks, comment page, or as a file attachment;
 4. if purchased items are drop-shipped directly to the district,
 - a. the recipient notifies the warehouse immediately upon receipt
 - b. FSO - Warehouse makes the necessary entries in Navision;
 5. for items without physical property to receive, such as downloadable software, the recipient of the items will:
 - a. notify FSO - Warehouse of their receipt;
 - b. include the purchase order number;
 - c. include all pertinent shipping documents;
 - d. FSO - Warehouse will receive and process payment for the item;
 - e. FSO - Warehouse retains all shipping documents.

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6. for stock inventory (item number) requisitions of supplies with adequate on-hand quantities, allow a minimum of 2 business days from FSO - Warehouse receipt of completed requisition to delivery or placement in shipping queue.

VIII. BIDS

- A. Purchases exceeding \$100,000 are bid by the DOP, except as otherwise authorized by Idaho Code.
- B. Leases and contracts for consultant, professional, and IT services exceeding 1 year in length are submitted to and approved by the DOP prior to execution.
- C. Other contracts may be issued for multi-year terms, but must not exceed ISP's delegated spending authority, including renewals and extensions.
- D. The FSO - Purchasing and program units work together in evaluating bid results for selection.

IX. CONTRACTS, MOUS, MOAS, LETTERS OF UNDERSTANDING, AGREEMENTS

- A. All contracts, MOUs, MOAs, Letters of Understanding, and agreements are routed through the FSO Contract Administrator.
- B. The FSO Contract Administrator:
 1. reviews documents in accordance with all applicable federal codes, Idaho statutes, and Administrative Rules as necessary;
 2. obtains approval by Legal, if necessary;
 3. assigns a contract number;
 4. obtains appropriate signatures, and/or returns the document to its originator for signatures.
- C. The only authorized signatories for contracts are the Director, the FEO and the Deputy Director.
- D. The original, or fully executed document, is returned to the FSO Contract Administrator for retention.
- E. Contracts for ONL reimbursements:
 1. All requests for ONL reimbursements must be approved by the Board of Examiners (BOE) in accordance with Idaho Codes [67-5302\(20\)](#), [67-5328\(3\)\(c\)](#), and [67-2901\(5\)\(n\)](#);
 2. if the service is covered by existing blanket approval with BOE, it will not need to be approved again
 - a. ONL for overtime shifts with a Federal agency, State agency, transport company with a permit from ITD for mega load inspections and escort services have blanket approval from BOE;

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- b. Ironman and Idaho Power for Swan Falls are on an annual renewal list to be approved by the BOE;
3. if the service is for reasons other than those covered by existing blanket approval with BOE, FSO – Purchasing will obtain approval from BOE;
4. do not begin working until BOE approval is received and a contract is signed;
5. use the contract template provided by FSO – Purchasing;
6. submit completed contract via e-mail to the senior buyer in FSO - Purchasing for finalization and signature;
7. obtaining the signature of the vendor or agency
 - a. the senior buyer will obtain the vendor signature; or
 - b. another ISP contact may obtain the vendor signature and return the signed contract to the Senior Buyer; and
8. the Grants Financial Specialist will assign a project number to be used for coding I-Time when working this contract.

X. RECEIVING AND PAYMENT FOR GOODS

- A. Individuals expecting orders delivered to the ISP warehouse or the Meridian complex must notify warehouse personnel using the [EHF 04 07-02 Warehouse Notification](#) form unless the order is placed by requisition.
- B. Forward the completed EH 04 07-02 Warehouse Notification form to the warehouse through distribution or as an email attachment to warehouse@isp.idaho.gov.
- C. Upon receipt, the warehouse tags fixed asset equipment with a State Property Tag number.
- D. The warehouse notifies the program of the receipt of the fixed asset equipment and provides a description of the equipment, the manufacturer's serial number, and the assigned state property tag number.
- E. The warehouse generates the [Property Transfer Form](#) and routes it to the Program unit.
- F. When fixed asset items are received by the program unit directly from the vendor, notify the warehouse immediately to issue the state property tag number.
- G. The program unit completes the Property Transfer form.
- H. Invoices must be supported by receiving documents prior to payment.
- I. To avoid delaying payment, individuals receiving goods directly from vendors must notify the warehouse when goods are received.

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XI. INVOICES PROCESSED BY THE FSO

- A. The P-Card is used whenever possible. However, there are times when requisitions should be used. If the dollar value of the purchase is over \$1,000 additional approvals may be necessary for budgetary purposes. Also, attention should be given to purchases that may be under state purchasing contracts. If the purchase of the item fits either of these instances, please contact FSO-Purchasing before making the purchase.
- B. To the extent possible, all vendor invoices are prepared showing no charge for Idaho state sales tax.
- C. All manufacturer warranties, dealer warranties and vendor discounts are utilized to the fullest extent.
- D. Direct bill invoices are approved for payment by the responsible Major/Manager prior to submission to the FSO.
- E. The approval must contain the date, initials of the program approval, the program cost account (PCA) and project coding, if applicable.
- F. For fleet management purposes, invoices for vehicle repairs must include the following information:
 - 1. vehicle make and year;
 - 2. vehicle inventory property number;
 - 3. vehicle license plate number; and
 - 4. vehicle mileage.
- G. Invoices for professional and consultant services should contain the ISP contract number.