



MONTGOMERY COUNTY DEPARTMENT OF POLICE

PROCEDURES FOR ACQUIRING GOODS AND SERVICES

DIRECTIVE NO:

FC 0272

EFFECTIVE DATE:

December 19, 2025

CANCELS:

FC 272 dated January 29, 2002

ACCREDITATION STANDARDS:

CALEA Standards: *6th Edition, 17.4.2*

PROPONENT UNIT:

Budget and Capital Management Division

AUTHORITY:

Marc R. Yamada, Chief of Police

If a provision of a regulation, departmental directive, rule, or procedure conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. (FOP Contract, Article 61).

I. POLICY

The policy of this department is to establish purchasing procedures which will facilitate the procurement of goods and services in compliance with County Procurement Regulations and Administrative Procedures. **In the event that Montgomery County Government procedures are updated, prior to an update of this Montgomery County Department of Police (MCPD) Function Code, the County's procedures shall be followed. The Budget and Capital Management Division (BCMD) Deputy Director will assist MCPD personnel with ensuring application of the correct provisions in the County Procurement Regulations and Administrative Procedures.**

II. DEFINITIONS

- A. Capital Outlay: Fixed assets which have a unit value of **\$10,000** (\$5,000 if it is grant-funded) or more and have a useful economic life of more than one year. **(If the assets individual costs are less than \$10,000 but those assets in the aggregate are significant, and if the estimated useful life is over one year, the asset can be capitalized.)**
- B. CVRS: Central Vendor Registration System

- C. Decentralized Procurement: The acquisition of supplies and equipment covered by existing contracts and ordered directly by units in accordance with Procurement Regulations and department procedures.
- D. Direct Purchase Order (DPO): **An encumbrance of funds created in Oracle, for the informal procurement of construction, goods, or services with a total value no more than \$10,000. Direct purchases are used to secure goods, construction, or services.**

NOTE: Direct purchase procedures **should** not **normally** be used when the goods or services to be obtained are covered by any existing contract. **Contact MCPD Budget and Capital Management Division (will be referred to as BCMD in this policy) for clarification on contract provisions which may apply.** Purchases which in the aggregate would exceed the **\$10,000** limit may not be subdivided or “split” to procure within the direct purchase limitations.

- E. Encumbrance: **A recorded reservation of appropriated budgeted funds to provide for payment of County contract obligations, reduces remaining authority under an appropriation of that amount. An encumbrance is a purchase order commitment for some of the following services or goods: supplies, telephone services, laundry services for uniform cleaning, transportation services for certain populations, uniform shoe repair, temporary workers.**
- F. P-Card: **A P-Card, or purchasing card, is a program that provides a cost-efficient alternative payment method for low-dollar purchases.**
- G. Police Foundation: **The Montgomery County Police Foundation (MCPF) is a private organization dedicated to improving the quality of police service in Montgomery County and to strengthening the relationship between the police and the community. The Foundation is a 501(c)(3) non-profit organization that receives funding through charitable contributions made by Montgomery County businesses, individuals who reside in Montgomery County, and other interested parties.**
- H. Purchase Request: **A request for approval submitted by a unit for the acquisition of goods or services.**
- I. Procurement for Goods and Services over \$10,000: **A contract for goods and services valued over \$10,000 will result from one of the following procurement methods: Invitation for Bid; Request for Proposal; Bridge; Non-Competitive; or Informal Solicitation Process. Requests are to be handled in accordance with the most current Procurement Regulations.**
- J. Petty Cash: **Used on an emergency basis to purchase small, expendable items up to \$100. The fund may also reimburse employees for local travel expenses, when deemed appropriate, for the purpose of conducting official county business. (Also, see General Investigative Fund, FC 0273)**

III. PURCHASE REQUEST PROCEDURES (GOODS OR SERVICES)

A. Requesting Unit's Responsibilities

1. Before any action is taken regarding the procurement of goods and/or services, the requesting unit must ensure sufficient funds are budgeted *and encumbered* for the purchase **by submitting an online Purchase Request(PR) Form to BCMD for approval before a purchase is made. The Purchase Request Form can currently be found on the Police SharePoint site, under the Forms tab.**
2. The following information is required:
 - a. **If applicable, quotes must be attached and must not include a charge for sales tax. Quotes must match the contract provisions. Please refer to the contract (with the vendor) for specific "Method of Ordering" instructions or contact BCMD for any questions.**
 - b. Justification for purchase, procurement, or service.
 - c. Product name or service requested.
 - d. **Software and technology-based items must include:**
 - i. **Period of performance, or license, start and end dates**
 - ii. **IMTD confirmation that the software will functionally operate within technical systems.**
 - iii. **IMTD provides input on the PR request regarding resource required for implementation of software (security factors, resource requirements, maintenance and service requirements, duplication of function, etc.)**
 - e. Technical specifications:
 - i. Color
 - ii. Size
 - iii. Weight
 - iv. Material (e.g., steel, plastic, etc.)
 - v. Any other specification
 - f. Manufacturer and model number.
 - g. Unit price.
 - h. Total number of units requested.
 - i. Any **associated** shipping costs.
 - j. Total estimated cost.
 - k. Suggested vendors and addresses (at least three, if possible).

- l. Requested delivery date.
- m. Shipping instructions.
- n. Person to contact with phone and fax number.
- o. If any employee does not follow this directive and/or the County Administrative Procedures, the county will not reimburse the employee for the purchase.

B. Budget and Capital Management Division will:

1. Coordinate with the requesting unit to develop and prepare necessary documents for procurement of goods and services.
2. Verify availability of funds, assign necessary accounting codes, and encumber funds.
3. Determine the method of procurement.
4. Coordinate purchase with unit, vendor, and/or procurement as applicable.
5. Prepare the necessary documents and forward them to the appropriate parties.
6. Submit to the Office of Procurement necessary documents for goods and services over **\$10,000.**
7. **Coordinate with the requesting unit to** negotiate contracts for goods and services in accordance with County Procurement Regulations.
8. During the contract negotiations, **coordinate** correspondence with vendors and the Office of Procurement.

C. When Goods or Services are Received

1. If the item was shipped directly to the Supply Section, the Central Supply Section will notify the requesting unit that the requested items are ready for pickup.
2. If the item was shipped directly to the unit, the unit will confirm the items received, sign and date the packing slip or bill of lading, and submit all documents (packing slip, bill of lading, invoice, etc.) to the **Budget and Capital Management Division** within **five business days** of the receipt of goods. **Shipping directly to the units will be discouraged. Supply should be the default location for receiving items/parcels.** The **Budget and Capital Management Division** will then process the payment from the **approved** vendor invoice.

D. Restrictions

1. **Goods provided for under contract should in most cases** be procured only from the contracted vendor. **Consult with the Budget and Capital Management Division for circumstances that fall outside of this guideline.**

2. Substitutions or changes to approved budgeted purchases, must be approved by **Budget and Capital** Management Division in advance.
3. All procurement of goods and services should **strive to** use a method of competitive source selection.

IV. VENDOR CONTACTS

- A. Occasionally, vendors contact employees of the department to arrange for product demonstrations or to make sales calls. The following procedures are established to ensure that county procurement regulations regarding verbal and written communications between employees and vendors are not violated:
 1. Any employee contacted directly by a vendor regarding a product or service will refer the vendor to the **Budget and Capital** Management Division at (240) 773-5230.
 2. The employee will not make any subsequent contact with the vendor unless authorized by the **Budget and Capital** Management Division. This prohibition does not extend to those employees who are acting on behalf of the union and not the department, provided that the employee makes that point clear to the vendor.
- B. Any employee who desires to initiate a contact with a vendor regarding a product or service will first contact the **Budget and Capital** Management Division.
 1. **Notifications to the Budget and Capital Management Division will include:**
 - a. **vendor name,**
 - b. **product name and description,**
 - c. **product to be tested,**
 - d. **proposed length of time for testing,**
 - e. **confirmation of whether the Joint Health & Safety Committee has been consulted, and**
 - f. **justification for the request.**

V. PROCEDURES FOR ORDERING BUSINESS CARDS

All requests for business cards will be submitted **via the Police SharePoint forms application.**

- A. **Complete the Business Card order form using SharePoint. It is located on the MCPD SharePoint site, under the “Forms” tab. Select the Business Card order page and complete the online form.**
- B. Quantities will be limited to 250 cards per order.

- C. Indicate whether the order is for black and white or multi-color cards. The county pays for the cost of black and white cards. **A fee of \$6.00 covers the printing cost of the multi-color business cards.**
- D. If multicolor cards are ordered, **send check or cash in inter-office mail to BCMD Accounts Payable PSHQ 3rd Floor. Write the check out to "Montgomery County, Maryland." Print the order form, by using the print to pdf feature in the forms application and send the currency along with form, in an inter-office envelope.**

VI. DIRECT PURCHASES

Units designated by the **Budget and Capital** Management Division may order directly (i.e., office supplies) from a designated vendor and arrange for procurement and payments as **approved by the Budget and Capital Management Division, in accordance with County Procurement regulations. See guidelines posted on the Office of Procurement's website here: <https://mcgov.sharepoint.com/pro/Pages/DPOInfo.aspx> and consult with BCMD for any questions about this policy.**

Vendors must register at the County's CVRS vendor registration website in order to receive payments from the County.

VII. PURCHASE CARDS OR P-CARDS

The Purchasing Card, or P-Card Program provides a cost-efficient way for County employees to obtain goods and services from suppliers. P-Cards are issued under the authorization of the Montgomery County Finance Department, to approved Department employees, who receive training on its use and function. P-Card holders or custodians must be a full-time county employee, not a contractor, and must sign a card-holder agreement. They are directed to review and adhere to the County Finances' P-Card Policy and P-Card Procedure Manual (For these manuals, see the County Intranet, select Finance, select Controller, select Accounts Payable and select the AP P-card tab for training). The P-Card custodians are responsible for the security of their card/s and ensuring the purchase, under the program, adheres to the Accounts Payable Policy, Authorized Payment Policy, Montgomery County Procurement Regulations and laws. Unauthorized purchases may result in the card holders' privileges being revoked and/or disciplinary action for the custodian (Refer to the Montgomery County Finance Department for additional information).

VIII. POLICE FOUNDATION PURCHASES

- A. **Donations to benefit the MCPD may be directed to the MCPF. Management of those funds and all goods and services to be acquired using MCPF funding shall be managed consistent with established written procedures approved by the Chief of Police.**
- B. **Procedures shall be updated and incorporated into the MCPD written directive system as appropriate.**

IX. PETTY CASH REIMBURSEMENT

- A. Officers requiring petty cash reimbursement must forward a memo via the chain of command to the **Budget and Capital** Management Division. The memo must contain:
 - 1. An itemization of the amount to be reimbursed.
 - 2. **If over \$100, a check will be issued.** The full name, home address, and assignment of the individual to be reimbursed.
 - 3. An explanation of the situation regarding the need for reimbursement (i.e., on official department business at (describe location,) and paid for parking).
 - 4. All applicable receipts.
- B. Restrictions
 - 1. Reimbursements will not be issued without receipts.
 - 2. Reimbursements will be governed by all applicable Administrative Procedures.
 - 3. **Maryland Sales Tax will be reimbursed, regarding a petty cash refund. Tax exempt information can be obtained from the Finance Manager.**