

# STANDARD OPERATING PROCEDURES



ADMINISTRATION DIVISION

BUDGET UNIT

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

## STANDARD OPERATING PROCEDURES

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# City of Miami

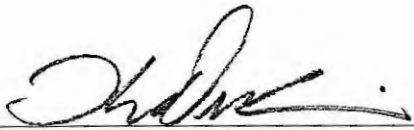

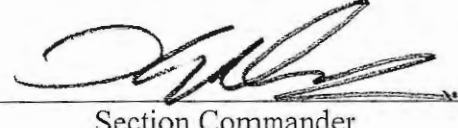
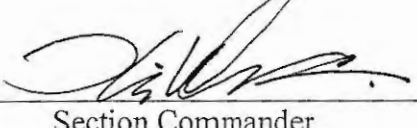



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	 Section Commander	<u>3/31/2016</u> Date
Second Quarter Inspection:	 Section Commander	<u>4/1/16</u> Date
Third Quarter Inspection:	 Section Commander	<u>7/1/16</u> Date
Fourth Quarter Inspection:	 Section Commander	<u>10/3/16</u> Date
Annual Inspection:	 Section Commander	<u>12/20/16</u> Date



# City of Miami

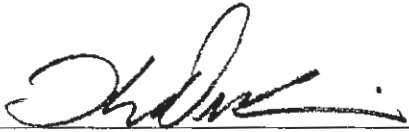


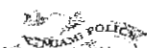
DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	 _____	<u>3/31/2016</u> _____
	Section Commander	Date
Second Quarter Inspection:	_____	_____
	Section Commander	Date
Third Quarter Inspection:	_____	_____
	Section Commander	Date
Fourth Quarter Inspection:	_____	_____
	Section Commander	Date
Annual Inspection:	_____	_____
	Section Commander	Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### ENDORSEMENT SHEET

First Quarter Inspection:	_____	_____
	Section Commander	Date
Second Quarter Inspection:	_____	_____
	Section Commander	Date
Third Quarter Inspection:	_____	_____
	Section Commander	Date
Fourth Quarter Inspection:	<u>Bertine</u>	<u>12/8/17</u>
	A/Section Commander	Date
Annual Inspection:	<u>Bertine</u>	<u>12/8/17</u>
	A/Section Commander	Date





# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### LETTER OF PROMULGATION

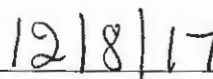
TO: ALL PERSONNEL, BUDGET UNIT

This S.O.P. is established to provide guidelines for the operation and management of the Budget Unit, City of Miami Police Department.

Procedures incorporated into this S.O.P. are not meant to supersede, but to supplement published Departmental Orders. Conflicts between documents will be arbitrated by the Section Commander.

Personnel assigned to the Budget Unit are required to read and follow the procedures as set forth by this manual, Departmental Orders, and any pertinent directives. Conflicts between documents will be reported to the immediate supervisor.

  
\_\_\_\_\_  
Bertine Louissaint  
A/Section Commander

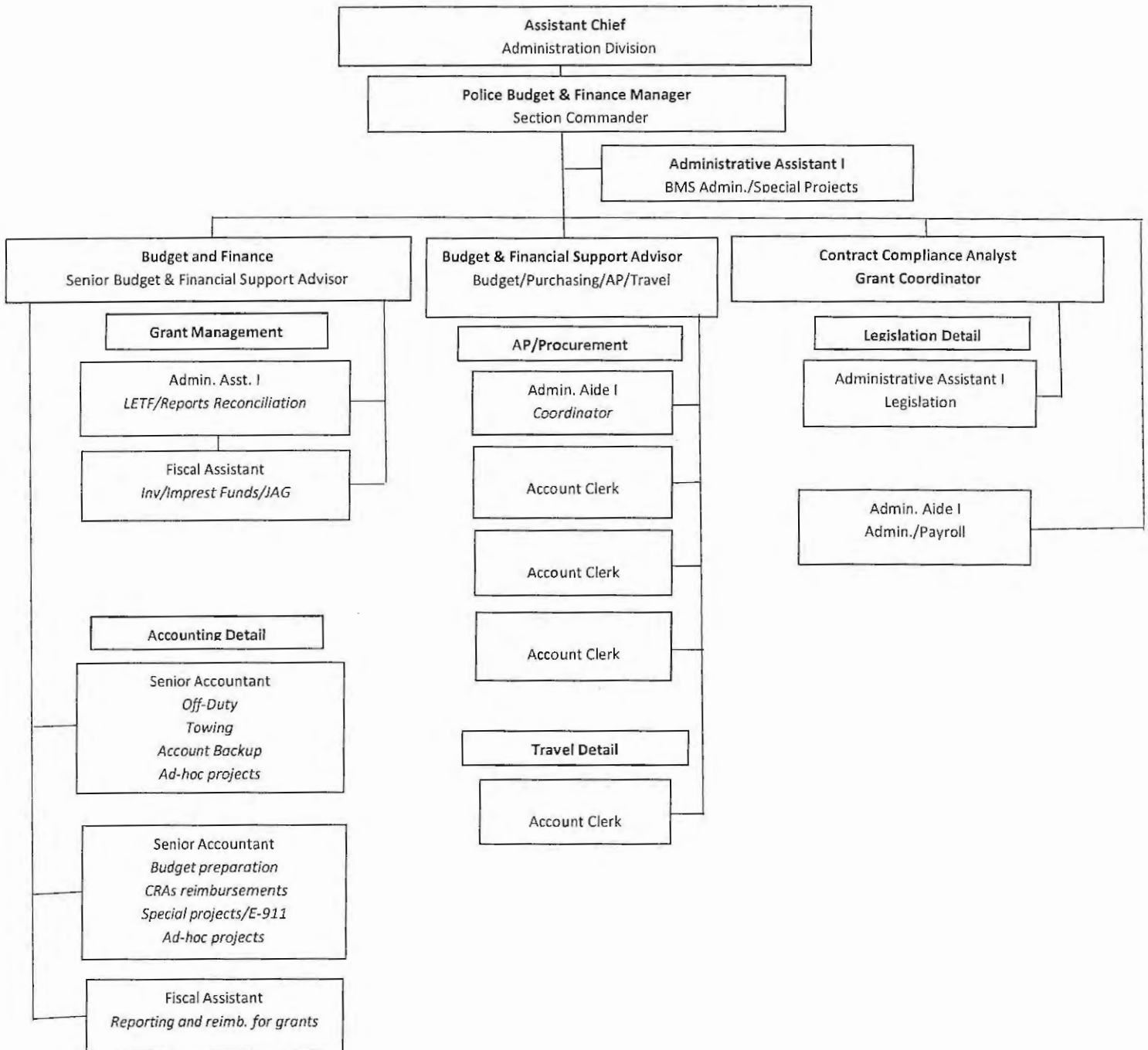
  
\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager



# City of Miami



DANIEL I. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### MISSION, GOALS AND OBJECTIVES

#### I. MISSION

The mission of the Budget Unit is to procure the necessary equipment, supplies and services needed by the Miami Police Department, oversee the acquisition and allotment of resources, and manage the Department's budget.

#### II. GOALS

To gather, formulate, and prepare in formal form for the Commission's approval the Miami Police Department's Fiscal Year Budget.

#### III. OBJECTIVES

- A. Maintain balances for expended funds by division, section, and unit.
- B. To keep all expenditures consistent with Budget allocations during the Fiscal Year.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



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MISSION, GOALS AND OBJECTIVES

(Continuation)

- C. Process purchase requests in a timely manner.
- D. To request reimbursement of grant funds on a timely basis.
- E. To comply with fiscal policies and procedures.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES BUDGET DETAIL

#### DUTY HOURS AND DRESS

The Budget Unit, is located in Room 406.

The assignments, days off, and duty hours will change when necessary to meet the needs of the Miami Police Department in accomplishing its mission. Personnel will be assigned duty hours of 0730-1630 depending on the particular needs of the work assignment.

#### I. OVERTIME

- A. Overtime for non-exempt hourly employees can only be worked if approved in advance by the Section Commander.

Bertine  
 Bertine Louissaint  
 A/Section Commander

12/18/17  
 Effective Date



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DUTY HOURS AND DRESS

(Continuation)

II. VACATIONS

A. Vacations for personnel assigned to the Budget Unit will be projected on an annual basis during the month of January for each calendar year. Personnel will be expected to adhere to the scheduled vacation, with exception of emergencies.

III. APPEARANCE

A. Personnel assigned to the Budget Unit are expected to dress appropriately for business office assignments, adhering to all Departmental Rules and Regulations and Departmental Orders as to seasonal dress.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### DUTIES AND RESPONSIBILITIES OF MEMBERS

##### I. Police Budget & Finance Manager

- A. Plan, direct, review and supervise the activities of professional, administrative, and accounting employees performing a variety of budgetary and financial functions.
- B. Manage the business functions of the department pertaining to purchasing, accounting, billing, grants, contracts and budget administration assuring sound financial management of departmental operations.
- C. Supervise and participate in the preparation and monitoring of the departmental operating budget; coordinate departmental budget submissions; identifies budget variances and/or discrepancies; monitors compliance with budgetary and funding requirements.
- D. Plan and direct departmental grants administration and reporting; ensure grant applications are filed properly and in a timely manner; monitor department compliance with grant guidelines.
- E. Manage and direct the collection, interpretation, recording and distribution of financial records and reports; monitors fiscal activities and ensure compliance with applicable federal, state, county and municipal requirements.
- F. Participate in procurement contract negotiations; supervise and participate in the preparation and execution of procurement contract agreements; monitor contract activities and ensure compliance with contract provisions.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- G. Oversee the monitoring and compiling of data for special managerial reports to provide management with information on status of fiscal resource allocation.
- H. Review and approve Purchase Requisitions, Direct Payments, Quick Invoice, Transfer of Fund, Travel Advances, and Travel Reimbursements, etc.
- I. Evaluate and ensure compliance with approved Ordinances, Resolutions, and administrative policies and directives.
- J. Research data and performs analytical work in regards to monitoring the expenditure of departmental funding appropriations.
- K. Perform related duties as necessary to ensure sound status of departmental budgets and accounts and meet work objectives of section.

II. Senior Budget and Financial Support Advisor

- A. Plan, organize, and review the work of a group of subordinate professional and clerical employees engaged in maintaining budgetary control accounts for the department.
- B. Train subordinate financial staff on operating systems and procedures required to carry out assigned responsibilities.
- C. Assist in analyzing organizational structures and in developing and/or updating managerial procedures.
- D. Analyze and verify financial compliance with Departmental contracts or lease agreements.
- E. Assist with grant applications and perform necessary grant analysis, including filing for reimbursements and coordinating with private or governmental agencies associated with grant management.
- F. Assist in the preparation of capital improvement project (CIP) financial reports and may coordinate various capital improvement project related activities.
- G. Perform statistical analyses and strategic planning.



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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- H. Identify and research system and organizational issues, and propose solutions.
- I. Assist line supervisors in the installation of new procedures for management efficiency and quality control.
- J. Compile and analyze data; provide guidance, consultation and recommendations regarding policies, procedures, and programs; prepare reports of findings.
- K. Compile statistical and financial data of past and current practices to prepare or modify budgets, and to justify funds requested.
- L. Analyze spreadsheets and financial data for the purpose of making financial recommendations which would lead to the efficient use of funds.
- M. Manage and coordinate the process for the preparation of the Department's annual budget.
- N. Performs other related work as required.

III. Budget and Financial Support Advisor

- A. Coordinates the procurement of goods and services for the entire department; ensuring expenditures are properly coded and recorded against the approved budgets.
- B. Maintains records of all Petty Cash Accounts.
- C. Maintains liaison and interfaces with units within the Department and coordinates with outside agencies regarding the procurement of goods and services.
- D. Performs direct work activities related to purchasing and invoice processing.
- E. Plans, organizes, reviews, and supervises the work of a group of subordinate clerical and accounting personnel engaged in maintaining a complete set of accounts and funds.
- F. Maintains the records necessary for the budgetary control of the General Fund budget.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- G. Prepares Journal Entries to reclassify and adjust expenditure postings.
  - H. Logs in all incoming Purchase Service Requests and maintain tracking system.
  - I. Makes recommendations concerning redistribution of funds based on anticipated expenditure needs.
  - J. Responds to City and public inquiries regarding the status of requisitions and purchase orders.
  - K. Coordinates with vendors, procurement and ordering units any problems encountered with orders.
  - L. Maintains documentation on file and distributes copies of Purchase Orders to the requesting units.
  - M. Provides administrative support as directed in a cooperative effort to attain Budget Unit's goals and objectives.
- IV. Administrative Assistant I
- A. Answer telephones and direct visitors to the Unit.
  - B. Prepare Disposition of Inventory Forms and conduct follow-up with Purchasing Department regarding disposal of inventory.
  - C. Conduct the annual inventory re-verification process for fixed assets and coordinates all aspects with Finance and also assign Asset Tags for any equipment purchased by the Police Department that is over \$1,000.00
  - D. Assist the Accounting Detail with the preparation of deposits.
  - E. Function as the unit's office supply clerk for on-line ordering.
  - F. Serves as the departmental Long Distance Telephone Liaison in charge of collecting reimbursement in accordance with APM 1-83.
  - G. Log in all incoming Purchaser Service Requests and maintain tracking system.
  - H. Prepare payroll for the Budget Unit.
  - I. Complete Print Shop requests and maintain log.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:  
(Continuation)

- J. Responsible for long distance code requests and the monitoring of same.
  - K. Provide clerical support to the Budget Unit as required.
  - L. Assigns incoming ticklers for the Budget Unit.
  - M. Prepares Invoices, Payroll Expenditures and Costing Detail for the Special Taxing District.
  - N. Reconcile payroll data and track overtime slips to grant's overtime posting for preparation of grant reimbursement
- V. Administrative Aide I
- A. Enters Requisitions into the Oracle iProcurement System.
  - B. Solicits from qualified vendors one (1) quote for all purchases under \$2,500.
  - C. Responsible for completing and filing the "Request for Quotation Forms".
  - D. Provides Purchasing Department with supporting documentation.
  - E. Coordinates with vendors, procurement, and ordering units any problems encountered with orders.
  - F. Completes and submits the following for processing:
    - P-Card
    - Print Shop Requisitions
    - Quick Invoices for Direct Payment
  - G. Monitors and tracks the progression of Purchase Requisitions.
  - H. Maintains documentation on file and distributes copies of Purchase Orders to the requesting units.
  - I. Responds to city and public inquiries regarding the status of requisitions and purchase orders.
  - J. Provides administrative support as directed in a cooperative effort to attain budget unit's goals and objectives.
  - K. Functions as P-Card Holder responsible for processing payment for qualifying purchases under \$2,500 (not on contract) with the credit card.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- L. Completes public record requests.
- M. Prepares monthly cellular phone allowance report for Division Chief and Labor Relations and reconciles reports.
- N. Performs a wide variety of general clerical and related work as required

VI. Account Clerk(s)

- A. Approves invoices for payment under the Oracle Financial System (iProcurement) and maintains documentation on all changes and payments.
- B. Posts invoices received against purchase orders and submits invoices for payment approval to Finance Department.
- C. Enters into computer purchase requisitions, and change orders to track expenditures of funds by fund, object, and project codes.
- D. Reconciles payments under the Oracle Financial System.
- E. Verifies correct unit price and extensions on invoices with Purchase Orders.
- F. Submits invoice to requesting unit for approval authorization to process payment.
- G. Assists vendors, other City departments and other units within the Police Department reference status of payments, etc.
- H. Ensures the proper filing of the following documents:
 

Requisitions	Advertisement Requests
Quick Invoices	iExpenses
Print Shop Requisitions	P-Card Transactions
- I. Prepares forfeiture files, sends required letters by deadlines with supporting legal documents. Conducts follow-up to track disposition of all forfeiture cases. Performs all administrative aspects of forfeiture process including a file management system.
- J. Processes the payment of all departmental City issued cellular phone bills; ensuring the bills are properly coded to the correct expense account. Maintains record of payment and supporting document.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- K. Responsible for completing and filing the “Request for Quotation Forms”.
- L. Performs a wide variety of general clerical and related work as required.

VII. Account Clerk

- A. Reviews all RF122 forms submitted from departmental members (through channels) for correctness.
- B. Serves as P-Card holder for payments of qualifying travel expenses (airfare, registration, etc.).
- C. Posts expenditures to the computer database to track expenditures by unit
- D. Confirms all travel arrangements for conformity to Administrative Policy and Budgetary constraints.
- E. Prepares Cash Advance Request Forms for qualified travelers.
- F. Researches per-diem allowances for the traveler’s particular destination.
- G. Prepares travel reimbursements; ensuring compliance with applicable city and departmental rules and regulations.
- H. Distributes reimbursement checks to qualified travelers.
- I. Files all completed travel requests.
- J. Provides fiscal support as directed in a cooperative effort to attain Budget Unit’s goals and objectives.

VIII. Administrative Aide I

- A. Answer telephones and direct visitors to the Unit.
- B. Enter Quick Invoices for processing of Direct Payments and refunds.
- C. Prepare Disposition of Inventory Forms and conduct follow-up with Purchasing Department regarding disposal of inventory.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- D. Conduct the annual inventory re-verification process for fixed assets and coordinates all aspects with Finance.
- E. Assist the Accounting Detail with the preparation of deposits.
- F. Function as the unit's office supply clerk for on-line ordering.
- G. Serves as the departmental Long Distance Telephone Liaison in charge of monitoring employee's on-line review of calls and collecting reimbursement in accordance with APM 1-83.
- H. Log in all incoming Purchaser Service Requests and maintain tracking system.
- I. Prepare payroll for the Budget Unit.
- J. Complete Print Shop requests and maintain log.
- K. Responsible for long distance code requests and the monitoring of same.
- L. Provide clerical support to the Budget Unit as required.

IX. Fiscal Assistant (Grants Fiscal)

- A. Reviews grant budgets for adequacy and compliance.
- B. Interact with administration and field operations divisions, and key staff members within the Police Department regarding the grant's reimbursement packages.
- C. Monitors grant project revenues, expenditure and encumbrance postings.
- D. Assign proper account code for procurement of grant funded goods, services, and equipment.
- E. Prepare Journal Entries to reclassify and adjust expenditure postings.
- F. Reconcile all departmental Imprest Fund; payroll data and track overtime slips to grant's overtime expenditures; enter data into iExpense Oracle Financial System to process Imprest Fund Reimbursement account.
- G. Set up new grant projects in the Oracle Financial System and request award approval and budget load of the same.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- H. Prepare managerial reports; and create spreadsheets; compile, analyze, and document research data.
  - I. Prepare Financial Status Reports as mandated.
  - J. Maintain records of invoices, checks, and Petty Cash Accounts.
- X. Contract Compliance Analyst
- A. A thorough knowledge of each grant, including its purpose, funding source, budget, staffing, special requirements, and reimbursement process.
  - B. A schedule of dates when changes may be requested regarding the grant purpose, length of the grant period, budget categories and funds and/or deliverables.
  - C. A schedule of dates for periodic reviews with the Grant Managers to review goals & objectives and progress.
  - D. A list of all equipment and/or machinery made with funds from the grant and their disposition.
  - E. Assist with the completing the change of Scope of Grants, Grant Extension request, Collecting Time Certifications, and Creating a Grant Adjustment (GAN) as needed.
  - F. A file on the format, data required, date required, and specifics to be addressed for all periodic reports.
  - G. A file on each grant to include, the grant award letter, pre-& post award requirements, award period, contact person at funding source, and reporting requirements.
  - H. A copy of all data gathering tools and forms to be used to gather information pertinent to goals achievement and success.
  - I. Monitors compliance with terms and conditions of contractual agreements in which the City of Miami is a party.

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DUTIES AND RESPONSIBILITIES OF MEMBERS:

(Continuation)

- J. Monitors compliance with reporting and performance standards. May be responsible for researching and preparing grant applications, and/or request for proposals with input from project managers, division supervisors and the Grants Department.
- K. Investigates complaints relating to non-compliance issues as required by applicable ordinances.
- L. Generates quarterly management and tracking reports for management.
- M. Conducts on-going analysis and research on current grants and future City grant projects.
- N. Trains staff and/or contracted parties in compliance and regulation matters.
- O. Studies and standardizes procedures and processes related to job function and makes recommendations to improve efficiency and effectiveness making sure goals and objectives are met.
- P. Prepares and reviews forms for completeness and makes necessary corrections.
- Q. Oversees the retention and destruction of records within guidelines provided by the Office of the City Clerk, State of Florida and department management.
- R. Maintain close contact with all Grantors to ensure compliance with the contracts and grants.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### PROGRAMS AND PROJECTS

#### I. PROGRAMS

- A. Budget Preparation and Management
- B. Inventory Control
- C. Purchasing
- D. Grant Reimbursement
- E. Invoice Processing
- F. Cellular Telephones

#### II. PROJECTS

- A. Annual Budget Presentation
- B. E911 Telephone System
- C. Capital Improvement Bond Program
- D. Special Revenue Fund
- E. Fiscal Monitoring

*Bertine*

\_\_\_\_\_  
Bertine Louissaint  
A/Section Commander

12/8/17

\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

#### POLICIES

- I. The Section Commander shall be responsible for overseeing the implementation of the Miami Police Department's Budget.
- II. The Budget Unit is responsible for maintaining balances for expended funds by Unit, Section, and Division and the acquisition of data needed to prepare the Budget for the upcoming Fiscal Year.
- III. All personnel assigned to the Budget Unit are responsible for knowing and complying with these Standard Operating Procedures, Departmental Orders, Rules and Regulations, and all other written policies and procedures relating to their employment.

*Bertine*

\_\_\_\_\_  
Bertine Louissaint  
A/Section Commander

12/8/17

\_\_\_\_\_  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 1

SUBJECT: PURCHASING OFFICE SUPPLIES THROUGH VENDOR UNDER CITYWIDE CONTRACT

PURPOSE: To outline the procedure for ordering office supplies from the vendor awarded the annual contract for furnishing all office supplies citywide, except office furniture, office machines/equipment individually priced over \$250.00, envelopes, paper and ribbons.

SCOPE: The automated purchasing system will issue a purchase order (s) after each unit has inputted a purchase requisition into the Oracle iProcurement System for the items requested.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 1  
(Continuation)

Each individual unit will order on-line forwarding request to Property Unit's Supply Room for verification.

- I. Upon receiving shipment from the established Office Supplies Vendor, the Property Unit's Supply Room will inspect the items received, verify the accuracy of invoice against goods received, make note on the copy of invoice.
- II. The Property Unit's Stockroom personnel will contact the established Office Supplies Vendor to report and/or resolve problems and/or make all arrangements for return/replacement and proper delivery of omitted/replaced items, if needed.
- III. The Property Unit will approved/received all items on the Oracle Financial System and submit receiving documentation to accounts payable to be processed for payment.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 2

SUBJECT: PURCHASING (PURCHASE/SERVICE REQUEST FORM)

PURPOSE: To outline the City of Miami's purchasing policies.

SCOPE: Any unit making a request for purchasing goods/services should complete and submit the Miami Police Department's "Purchase Service Request Form" through channels, to the Business Management Section. The completed form should contain all the specifications required to correctly order the item.

The request is received by the Budget Unit and reviewed for availability of funds. If the funds are available, a requisition is entered, in the computer, through the iProcurement System, authorized by the Business Management Section Commander or designee, and electronically transferred to the Purchasing Department for processing, in compliance with the attached purchasing protocol.

*Bertine*  
 Bertine Louissaint  
 A/Section Commander

12/8/17  
 Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 2  
(Continuation)

Backup documentation for Requisitions, i.e., specifications, agreements, resolutions, etc., if applicable, are attached to the requisition in the iProcurement System.

NOTE: Additional requirements for approval may be necessary depending on the sources of funding (i.e. CIP, E911) and technical approval from other City Departments as required, are routed thru the iProcurement System approval workflow.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 3

SUBJECT: PURCHASE REQUISITION (COMPUTER GENERATED PRINT OUT)

PURPOSE: To outline procedures for ordering any item that is not available through the City's Office Supplies Vendor or Property Unit's Stock Room.

SCOPE: The Budget Unit will enter information on the iProcurement System in order to generate a Requisition for purchase.

Catalog Requisition: Items that are under a contract – A Requisition will be entered in the iProcurement System and the system will automatically issue a Purchase Order.

Non-Catalog Requisition: Items that are not under a contract – A Requisition will be entered in the iProcurment System, and upon approval by the authorized departmental representatives, the Requisition is electronically transferred to Purchasing Department for processing.

When a vendor has been selected, a Purchase Order (S.O.P. #4) is issued by Purchasing Department and sent to the vendor electronically.

Bertine  
Bertine Louissaint  
A/Section Commander

12/8/17  
Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 3  
(Continuation)

When the supplies are delivered, they must be accompanied by a delivery ticket or packing slip from the vendor and this ticket/slip must be signed by the person accepting the merchandise and forwarded to the Budget Unit for processing.

The Budget Unit receives the delivery ticket and checks it against the Purchase Order to determine the Purchase Order Number. The Budget Unit makes certain the supplies were delivered to the appropriate unit. The delivery ticket or initiated invoice, if unsigned, is sent to the requesting/receiving unit for approval and signature. When approval is returned to the Budget Unit, the item is received in the iProcurement System, the System records the receipt number and the invoice is stamped by the Budget Section Commander, and forwarded to the Accounts Payable Section of the City Finance Department for payment processing.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 4

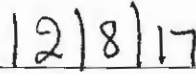
SUBJECT: PURCHASE ORDER (Form FN/PC 506)

PURPOSE: This form is used for all purchases of goods, materials, equipment, and services, except those qualifying for Quick Invoice and iExpenses or office supplies available through the City's Office Supplies Vendor.

SCOPE: Purchase Requisitions, entered in the iProcurement System by the Budget Unit personnel are electronically transferred to Purchasing Department for processing and converted into a Purchase Order.

After the Purchasing Department has issued the Purchase Order, a copy of Standard PO can be printed from the iProcurement System. A hard copy or an electronic copy is sent to the requesting unit. No purchase can be made without a Purchase Order Number.

  
Bertine Louissaint  
A/Section Commander

  
Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 5

SUBJECT: REQUEST FOR DIRECT PAYMENT PROCESSED THROUGH QUICK INVOICE

PURPOSE: This form is used whenever it is necessary for a check to be issued for direct payment of a request.

SCOPE: A request for Direct Payment is entered into the AP Quick Invoice (QI) Processor by the Budget Unit personnel and forward electronically to the Accounts Payable. A copy of all necessary supporting documents, including an original invoice, is forward to Finance Accounts Payable. Accounts Payable will review the QI and download into the Oracle workflow for approval to authorized designee. Upon approval the QI is then processed for payment by Finance Accounts Payable. A copy of the package is kept on file in the Budget Unit.

*Bertine*  
 Bertine Louissaint  
 A/Section Commander

12/8/17  
 Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 5  
(Continuation)

I. Direct Payment

Request for Direct Payment Quick Invoice will be used for the following requirements:

- A. Payment of damage claims, judgments, etc.
- B. Purchase of real estate.
- C. Renewal of subscriptions and memberships.
- D. Purchase of miscellaneous books and pamphlets, where a Purchase Order is not issued prior to receipt of books or pamphlets.
- E. Payment of taxes on City property.
- F. Insurance premiums.
- G. Registration Fees.

A request for Direct Payment is not prepared for any purchase that can be made through normal purchasing channels.

II. Petty Cash Reimbursement

Used for purchase of small incidental supplies.

Petty cash will be used for purchase of such items as stamps, parking, and tolls.

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STANDARD OPERATING PROCEDURES: S.O.P. 5  
(Continuation)

- A. Purchase of small incidental supplies are permitted up to a maximum of \$50.00 under the following conditions:
  - 1. Must be an item of urgent necessity not needed frequently.
  - 2. Must be made from a vendor with whom the City does not have a contract.
  - 3. Items for stock are not to be purchased.
- B. The City's Sale Tax Number is 85-8012740125C-1 Sales Tax is not to be paid and will not be reimbursed.
- C. In accordance with City Manager's Directive APM 1-77, Department Heads, Assistant City Managers and the Labor Relations Offices are authorized to incur expenses for meals. Such expenses are to be reported on the iExpense. Petty Cash is not to be used for this purpose.
- D. All requests for reimbursements must be done through an iExpense and accompanied by an original receipt.

III. Petty Cash Policy

- A. Petty cash funds shall be established through submission of written requests by the Department Director to the Finance Director.
- B. Petty cash funds may be used only for legitimate operating expenditures that are considered non-recurring (infrequent) and unanticipated in nature-items of urgent necessity. Only minimum amounts of urgent necessity. Only minimum amounts of urgent necessity items are to be bought. *For example, mailing a certified letter to a City employee and/or retired employee.*

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STANDARD OPERATING PROCEDURES: S.O.P. 5  
(Continuation)

- C. All funds are to be kept under lock and key when not in use and must include valid receipts, which when added to the existing cash will equal the total amount of the fund.
- D. Petty cash custodians must maintain a journal detailing each cash transaction to include the transaction date, amount disbursed, to whom monies disbursed and purpose of disbursement, as per Departmental Order 8, Chapter 2.4.9.
- E. Requests for reimbursements shall be made within thirty (30) days of the expenditure transaction date to replenish the fund so as to bring the balance up to the original amount.
- F. Reimbursements must be supported by original invoice/receipt documents, which include: *purchase date, vendor, description of item purchased, reimbursement amount, signature of employee reimbursed.*
- G. The amount replenished should equal the sum of all petty cash disbursements since the previous reimbursements and any differences should be reconciled.
- H. Petty cash funds must be reconciled monthly and a Reconciliation Report submitted to the Budget Unit, to show an accounting of funds as follows:

Original Fund Balance	\$ _____
Cash Disbursements	\$ _____
Cash on Hand	\$ _____
Reimbursement Request	\$ _____

**(Supported by original receipts attached)**

Petty cash *CANNOT BE USED* for the purchase of food, coffee, and snacks.

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STANDARD OPERATING PROCEDURES: S.O.P. 5

(Continuation)

- I. When there is a change in custodianship, the custodian releasing the funds shall submit a memorandum to the Budget Unit, requesting transferring the custodianship to the new custodian. The new custodian who received the funds will sign a change in custodian form, indicating the amount of funds received.
- J. In accordance with City Manager' Directive APM 1-77, Department Heads, Assistant City Managers and the Labor Relations Offices are authorized to incur expenses for meals. Such expenses are to be reported on the regular Expense report form. Petty Cash is not to be used for this purpose.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 6

SUBJECT: REQUISITION FOR DUPLICATING SERVICES – PRINT SHOP (FORM GS/GR 401)

PURPOSE: To outline the procedure for work to be done at City Print Shop.

SCOPE: This requisition is prepared for all printing that is to be done by the City of Miami Print Shop. Fill in blanks, #1 thru #14, and attach sample to be printed. The Budget Section Commander signs this form. The Requisition is forwarded to the Print Shop with the sample and a copy is retained in the Budget Unit File.

City Print Shop sends an e-mail to the Budget Unit requesting the purchase of the necessary material(s) to perform the job when it is done in-house. If the service cannot be performed by the City Print Shop and if the estimate from the vendor is lower than \$2,500 it can be done using the City P-Card, if it is higher than \$2,500.00 a requisition needs to be entered.

*Bertine*  
 Bertine Louissaint  
 A/Section Commander

*12/8/17*  
 Effective Date



# City of Miami



DANIEL I. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 7

SUBJECT: REPLACEMENT OF LOST OR DAMAGED PERSONAL PROPERTY-LIMITS OF REIMBURSEMENT

PURPOSE: To maintain up-to-date limits of reimbursements.

SCOPE: The City of Miami is responsible for the replacement of personal property that is damaged or destroyed in the line of duty. The amount of the replacement is subject to the limits of reimbursement set by the Property Unit. An approved request will be sent to the Property Unit if the property is to be replaced by the City. The employee shall purchase equipment and submit the **original** receipt for this purchase within thirty (30) days of the loss, along with the Request for Replacement of Lost or Damaged Equipment Form. The Budget Unit shall prepare an iExpense to reimburse the employee the maximum limit of reimbursement.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date





# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 8

SUBJECT: TRANSFER OF FUNDS REQUEST

PURPOSE: To outline the procedure to request the transferring of funds from one account code to another.

SCOPE: A Transfer of Fund request is initiated when sufficient funds are not available to cover expenditures being charged to a particular account code or when expenditures have exceeded the budget line item amount.

After a determination has been made that a transfer of funds is needed, the Transfer of Fund Request form is prepared, signed by the Administration Division Assistant Chief and sent to the Management and Budget Department (MBD). The Department's Senior Budget and Financial Support Advisor will verify that the funds are available and determine if the funds can be transferred. If approved, the Analyst will make the appropriate transfers in Oracle. If disapproved, the Analyst will mark "Disapproved" on the request, initial it, and return the request to the Budget Unit.

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 8  
(Continuation)

As per Section 8, page 9 of the Anti-Deficiency Ordinance, the City Manager has the authority to adjust line items in an amount not to exceed ten percent (10%) of a department's budget so long as the total annual **projected expenditures** of a department do not exceed the department's current budget and said adjustment is verified by the Department of Management and Budget.

During the fourth quarter of the fiscal year, any changes or deviations in excess of \$5,000 per transaction from the current approved budget for those departments under the authority of the City Manager shall require the City Manager's approval, with the advice and written concurrence of the member of the City Commission designated as the presiding officer, a copy of which shall be provided to the City Clerk.

The fourth quarter of the fiscal year begins July 1 and ends September 30. In addition, \$5,000 per transaction means either into an account or from the account for the quarter. For example, a department wants to transfer \$5,000 from minor object 531000 to 554000, and \$3,000 from 531000 to 546000. In the example, minor object 531000 has \$8,000 transferred out and that is not all allowed unless the City Manager signs off on it.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 9

SUBJECT: EQUIPMENT REPAIR

PURPOSE: To outline the procedure for Equipment Repairs.

SCOPE: All requests for service on equipment should be handled through the individual units.

When the call is placed, the following information should be given:

- A. Name and location of equipment.
- B. Name and Serial Number of equipment.
- C. Problem (if possible, please keep sample of problem).

An estimate repair cost must be obtained prior to contacting the Budget Unit for approval of repair.

Bertine  
Bertine Louissaint  
A/Section Commander

12/18/17  
Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 9

(Continuation)

**Equipment Repair:**

When equipment that are not on annual maintenance contracts need to be repaired or serviced, the requesting unit must contact a vendor(s) and get estimate (s) cost for repairs. When the Budget Unit receives the request for repairs, a Requisition is entered in the automated Purchasing System and the Purchasing Department Office is contacted to obtain an Emergency Purchase Order number. If it is agreeable with both Purchasing Department and the department that an estimate is fair, the selected vendor will be given a Purchase Order number and be allowed to proceed with the needed services or repairs.

No equipment will be allowed to be serviced or repaired without the advance approval of the Purchasing Department Office. The department can request Service/Repairs for equipment that have annual maintenance contracts by directly contacting the appropriate vendor and giving the Purchase Order number. It is not necessary to contact the Purchasing Department Office.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 10

SUBJECT: GRANTS FINANCIAL ADMINISTRATION

PURPOSE: To manage grants effectively and efficiently, and to ensure that all grant reimbursements are requested and received on a timely basis.

SCOPE: The Budget Unit provides budgetary and fiscal oversight of all the Police Department's grant awards. A Senior Staff Analyst serves as the Grants Financial Administrator and this position is responsible for carrying out duties and responsibilities related to the following grant administration functions:

- A. Fiscal protocol following acceptance of grants.
- B. Budgetary and financial compliance per the terms and conditions of the grant award.
- C. Filing timely and accurate reimbursements.
- D. Monitoring monthly and quarterly grant fiscal activities.
- E. Liaison with the Office of Grants Administration (OGA).
- F. Internal compliance with policies and procedures as outlined in APM 8-78.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 10  
(Continuation)

1. Procedures for Managing Federal Grant Funds:

- Review list of officers assigned to each grant
- Use allowable costs list for each grant when working with Costing Detail reports generated by Finance
- Reconcile and review Costing Detail Report by the immediate supervisor before submission to the Finance Department for posting
- Download and review the expenditures posted by Finance in Oracle
- Prepare expenditure reports for Federal Financial Report SF-425 on a quarterly basis
- Review expenditure reports by immediate supervisor before submission to the grant management system
- Submit SF-425 report by Financial Point of Contact in collaboration with the immediate supervisor, on a quarterly basis
- Request drawdowns two business days after submission of SF-425 Reports by Financial Point of Contact in collaboration with the immediate supervisor, on a quarterly basis.

2. Procedures for Managing Federal Grant Funds:

- Review of expenditures are monitored to avoid misuse of funds
- The Business Management Section's personnel have extensive knowledge of allowable activities/cost as identified in the relevant OMB circulars and in the grant program's authorizing legislation
- The Commander of the Business Management Section performs supervisory review of the reconciliation before submission to City's Finance Department for posting
- The Section maintains a listing of allowable reimbursements

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 11

SUBJECT: INVENTORY CONTROL

PURPOSE: To outline procedures for receiving, assigning/reassigning, disposing, and accounting/updating of Police Department property.

SCOPE: The Finance Department is responsible for assigning and accounting of all fixed assets by generating bar codes for capital purchases valued at \$1,000.00 or more as per Florida Statutes, Section 274.02. Inventory records are maintained in the Budget Unit to facilitate the location of fixed assets. Also, these records assist in labeling and identifying equipment and furniture that is purchased/received by the Miami Police Department.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 11  
(Continuation)

- A. The Inventory Control clerk is responsible for maintaining on file the Fixed Asset Inventory printout generated by the Department of Finance on an annual basis, which lists the following information:
1. Department/Location
  2. Acquisition Type
  3. Asset Identification Number
  4. Asset Description
  5. Serial Number
  6. Acquisition Date
  7. Quantity
  8. Acquisition Cost
- B. The Inventory Control clerk is responsible for receiving and reviewing the annual Fixed Asset printouts for accountability of all property purchased within the fiscal year. Any discrepancies will be reported to the Department of Finance.
- C. The Inventory Control clerk is responsible for affixing bar codes provided by the Department of Finance to all Police Department property, with the exception of those Units directly responsible for performing inventory control procedures specific to their areas: Police Fleet (Fleet Service Center), Computers and related equipment (Computer Support Unit), and Radio Technology (Communications Unit).



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STANDARD OPERATING PROCEDURES: S.O.P. 11  
(Continuation)

- D. When a request for transfer of property (INTER-OFFICE MEMORANDUM) approved through the chain of command, to whom the property is presently assigned, is received by the Inventory Control Clerk, the following procedure is followed:
1. The Clerk then completes R.F. #268 (Inventory Transfer Form) and has it signed by the appropriate Section Commander.
  2. A copy of the form is forwarded to the Finance Department so that they can update their computer file and track departmental property re-assignments.
  3. The Clerk will retain a copy of the R.F. #268 in the Inventory Control files.
- E. When disposing of and/or transferring equipment outside the Police Department, Form #504 (Disposition of Inventory) is completed.
- F. The Clerk assigned to the Inventory Control function is required to submit Form #504 (Disposition of Inventory) to the Director of Purchasing Department to report lost or stolen property. A police report will be completed for lost or stolen property by the appropriate unit/person.
- G. The Clerk assigned to the Inventory Control function is required to submit Form #504 (Disposition of Inventory) to the Director of Purchasing when disposing of equipment in poor condition.
- H. The property shall be held until inspected by the Director of Purchasing or his/her designee. The Director of Purchasing shall then arrange for pick-up and disposal of the property.

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STANDARD OPERATING PROCEDURES: S.O.P. 11  
(Continuation)

- I. Distribution of Form #504:
  1. Original to the Director of Purchasing Department.
  2. Copy to the Finance Department.
  3. Copy to file (for audit purposes).

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 12

SUBJECT: CAPITAL IMPROVEMENT BOND PROGRAM

PURPOSE: To establish and maintain an up-to-date annual budget for the Police Department's Capital Improvement Program.

SCOPE: The Budget Unit prepares an annual budget, which encompasses all capital expenditures anticipated for the next funding period. This budget requires the input from all Divisions within the Police Department in order that a comprehensive CIP budget is prepared for the review and approval by the Chief of Police. After the Chief's approval is obtained, this budget is submitted to the City Manager's Office for incorporation into the City's Master Capital Improvement Program Appropriations Ordinance.

After the Appropriations Ordinance is approved by Commission action, the Budget Unit is responsible for ensuring that monthly fiscal activities on these projects are monitored and updated.

*Bertine*

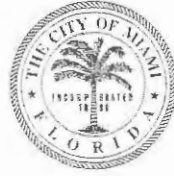
Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 13

SUBJECT: CELLULAR TELEPHONES/ALLOWANCES

PURPOSE: To implement a cellular telephone policy and to establish procedures for the issuance, re-issuance, inventory, and service requests for the department issued cellular telephones and authorized cellular phone allowances.

SCOPE: The Budget Unit distributes all department issued cellular telephones to designated users according to job function. A cellular telephone policy has been established by the Chief of Police and must be adhered to by users.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 13  
(Continuation)

I. Cellular Telephone Policy for Users

Division Chiefs are responsible for identifying individuals under their command requiring a cellular telephone to improve the performance of their duties. In determining this requirement the Division Chief must take into consideration actual need, improved efficiency of operation, and impact to the budget.

Section commanders will review the needs for cellular telephones, including grant-funded telephones, within their command and submit their analysis to their respective Division Chief. Any grant-funded telephone having a funding expiration date must be identified and where a continuing need is warranted must be addressed one month in advance. Users may request a change in their allotted monthly plan by forwarding a memorandum explaining the justification, through the chain of command, with each command level assessing the need.

Users that have a city cell phone assigned are reminded that the cellular telephone is a tool to enhance their efficient use of communications within their police related function. Users will monitor and NOT exceed their allotted total monthly program minutes. Users exceeding the allotted monthly program minutes will submit a memorandum requesting approval by their respective Division Chief, and only if due to unforeseen events such as demonstrations, civil disturbance, natural disasters, or official city event(s) occur. After the approval/disapproval by their respective Division Chief, said memorandum will be forwarded to the Commander of the Business Management Section.

Users will clearly identify and highlight with a yellow highlighter all personal calls on the monthly statement of their assigned cellular telephone. Personal calls within their allotted total monthly program minutes will be reimbursed at the rate of \$.06 per minute. Long distance calls will be reimbursed at the rate appearing on the monthly statement. Personal calls above the allotted total

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STANDARD OPERATING PROCEDURES: S.O.P. 13  
(Continuation)

monthly program minutes will be reimbursed at the rate appearing on the monthly statement.

- A. Issuance: The Budget Unit will provide to the designated user a department issued cellular telephone for work-related duties. All users must sign acknowledging receipt of the M.P.D. Cellular Telephone Policy for Users.
- B. Re-issuance: Any person responsible for loss or damage to telephone due to carelessness or negligence will be held accountable. A Request for Replacement of Lost or Damaged Equipment Form must be completed and forwarded through channels to the Business Management Section. Users must return damaged telephones to Budget Unit who will purchase and reissue a replacement telephone through the carrier on an as needed basis.
- C. Inventory: The Budget Unit maintains an inventory of cellular telephones by their ESN # or IMEI #, model type, user name, respective unit, cellular telephone number, and funding source. Disposition of cellular telephones no longer in use will be done through the Disposition of Inventory procedures established by the Purchasing Department and the Budget Unit Standard Operating Procedures #11 Inventory Control.
- D. Service Requests: All users must direct service problems/inquiries to the Budget Unit who will advise the user of the appropriate action to be taken. Any change in service must be authorized by the Budget Unit.

*Users must adhere to the requirements of Departmental Order 8-Chapter 11: Cellular Telephone Management.*

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STANDARD OPERATING PROCEDURES: S.O.P. 13  
(Continuation)

II. Cellular Telephone Allowances

Members whose position and or function requires the use of a cellular telephone (*as authorized by the respective division chief*) shall be given a monthly allowance in exchange, conjunction or in lieu of being issued a City cellular telephone.

Division Chiefs are responsible for identifying sworn employees to receive cellular phone allowance in the amount of \$75.00 per month for bargaining members, per FOP contract and \$100.00 per month for executive staff. Civilian employees to receive a monthly cellular phone allowance, as stipulated in the AFSCME Contract, of \$50.00 and \$75.00 for executive staff.

Eligibility for the allowance shall contain as long as the position/function requires cellular communication capabilities and funding is available. ***Members receiving such allowance are not guaranteed the duration or continued receipt of said allowance should the Department's need change.*** If the position/function no longer merits cellular communication capacity, or fiscal constraints require a reduction of cellular telephone expenses, the affected member(s) will be given a 30 day notice of the termination of the allowance.

Any members receiving a cellular telephone allowance will adhere to the following:

- The user must seek written approval through his/her respective division chief. The original document will then be forwarded to the Budget Unit for processing
- The user must own or acquire his/her cellular telephone either through purchase or lease
- The user is encouraged to purchase insurance
- The user is responsible for all claims of damage or loss

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STANDARD OPERATING PROCEDURES: S.O.P. 13  
(Continuation)

- The user must acquire a cellular telephone service that includes voicemail. The voicemail must be activated and include a professional greeting such as “You have reached the voicemail of John Doe from the Miami Police Department. At the tone, please leave your name, number and a short message.” Exemption to the voicemail requirement for operational purposes must be approved by the member’s Division Chief
- The specific type of plan is at the sole discretion and responsibility of the user
- The user must be accessible through the cellular telephone at all times
- The cellular telephone number must be included in the user’s EML information and updated upon change; this information change must also be reported to the Budget Unit
- Upon the department’s request, proof of payment corresponding to the user’s cellular telephone number shall be submitted through channels as specified in the request
- If applicable, City issued cellular telephones must be returned upon the approval of the allowance
- A violation of any of these provisions shall be cause to terminate the allowance

To maintain the approval in up to date status: Budget Unit sends a monthly report of approved allowances to each Division Chief to identify if they approve or disapprove the continuation of cellular phone/allowance approved allowance to maintain the approval in up to date status.

Upon return of the report, the Budget Unit prepares a memorandum and submits to through channels for Assistant Division Chief of Administration signature to Payroll for making necessary adjustments.

The Budget Unit receives the payroll printout on a monthly basis to reconcile the requested adjustments.



# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

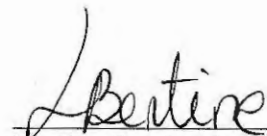
S.O.P. 14

SUBJECT: PROCEDURE FOR EMERGENCY MOBILIZATION OF PERSONNEL

PURPOSE: To outline the procedures for implementing emergency mobilization to provide whatever resources may be necessary to adequately support operationally mobilized personnel.

SCOPE: I. Alert Notification Procedures

- A. The Business Management Section shall maintain updated emergency mobilization lists. These lists shall contain current addresses and phone numbers of all personnel assigned to the Section. These lists are confidential in nature and shall not be posted or placed in any unsecured area.



Bertine Louissaint  
A/Section Commander

12/8/17  
Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 14  
(Continuation)

- B. By the 5<sup>th</sup> day of each month the Commander of the Business Management Section shall submit an Emergency Mobilization List of both sworn and civilian personnel under their command to the Commander of the Office of Emergency Management (OEM).
- C. Upon notification by the Business Management Section Commander to mobilize, each Unit Supervisor of the Business Management Section will notify their subordinates to report to their designated area of responsibility.
- D. Civilian personnel will be notified to commence preparation for procurement of food, equipment, supplies, and services that will be needed during the mobilization.
- E. The Commander of the Budget Unit will coordinate all purchases and maintain a log of all actions taken during mobilization relative to those purchases.
- F. Training needs relative to mobilization will be identified and personnel will be scheduled for appropriate training on an as needed basis.
- G. For additional information regarding responsibilities during mobilization, refer to Departmental Order 10, Chapter 1.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 15

SUBJECT: HURRICANE OPERATIONS

PURPOSE: To outline the procedures, which will be utilized by Business Management Section personnel, should a hurricane threaten the City of Miami.

SCOPE: All Business Management Section personnel will be available for duty during a hurricane threat. Personnel will be advised of emergency work schedules when hurricane warnings are issued. Select personnel designated as "essential" will be assigned according to the Emergency Mobilization Assignment List.

I. General Responsibilities: Refer to Departmental Order 10, Chapter 3. (Hurricane & Severe Weather Response Plan)

A. Business Management Section supervisors will assign sufficient personnel under their command to secure and protect property and records in their areas of responsibility.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 15  
(Continuation)

- B. Each Unit/Detail assigned to the Business Management Section will establish a roster and time schedule for personnel (under their command) who will remain on duty or be available for duty.
- C. Following a check list, Supervisors from each Unit/Detail will ensure that their areas of responsibility have been secured. (Annex #1)
- D. As soon as feasible or (operating strength permits), on-duty personnel will be relieved to secure their homes. The number of hours granted and the work status of employees permitted to secure their homes will be determined by the City manager.
- E. Personnel who have not been designated to work during the hurricane will be notified when the City Manager has authorized their release.

II. After Hurricane Has Passed

- A. When notified that the hurricane has passed the Miami area, the Business Management Section Commander, will take the following actions:
  - 1. Determine personnel needs and call in off-duty personnel.
  - 2. When appropriate, relieve personnel who worked during the hurricane.
  - 3. Prepare and submit a report of emergency purchases to the E.O.C. Commander.
  - 4. Prepare an After Action Report for the section.

STANDARD OPERATING PROCEDURES: S.O.P. 15  
(Continuation)

Annex #1

HURRICANE PREPARATION CHECKLIST

- \_\_\_\_\_ 1. Remove files or boxes from the floor.
- \_\_\_\_\_ 2. Lock all file cabinets.
- \_\_\_\_\_ 3. Secure all nonstationary items (e.g., papers, books, etc.).
- \_\_\_\_\_ 4. Unplug all electrical equipment (e.g., computers, calculators, etc.).
- \_\_\_\_\_ 5. Close all doors to offices with windows.
- \_\_\_\_\_ 6. Store all computer media (e.g., floppy disk, etc.) inside file cabinets.
- \_\_\_\_\_ 7. Desktop items (e.g., staples, calendars, etc.) will be placed inside file cabinets.
- \_\_\_\_\_ 8. Wall hangings (e.g., bulletin boards, pictures, etc.) will be placed inside file cabinets.
- \_\_\_\_\_ 9. The department will not assume responsibility for damaged personal items.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P.: 16

SUBJECT: TRAVEL ON CITY BUSINESS

PURPOSE: To establish the procedures for processing travel on authorized City business.

SCOPE: The basic guidelines for travel expenses are outlined in City of Miami Administrative Policies APM-1-77 and the Departmental Order 8 Chapter 1. This S.O.P. will elaborate on portions of these policies and procedures.

When travel is approved in the budget, the person requesting to travel should submit a memorandum, through channels, to the Business Management Section with R.F. #122 (Revised 01/15) for processing, thirty (30) working days (6 weeks) prior to the date of travel. The Commander of the Business Management Section will determine availability of funds and approve accordingly. The Chief will approve or disapprove the request.

*Bertine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



-2-

STANDARD OPERATING PROCEDURES: S.O.P. 16  
(Continuation)

TRAVEL REQUEST OUTLINE: This information is furnished to assist those members who are submitting requests for attendance to out-of-town schools, training, conferences, conventions, and/or any other related travel on City business.

- I. The Travel Request Form (R.F. #121) can be accessed from the computer, under Microsoft Word, File, New, My Templates, Budget Form folder, and completed to include the following information:
  - A. Funding Source:
    1. Budgeted Trips – those trips that have been previously approved with General Funds.
    2. Second Dollar – training related travel, which includes schools, seminars, conferences and conventions.
  - B. Traveler's Name, IBM #, Title
  - C. Division, Section, Unit, Telephone Extension
  - D. Destination
  - E. Departure Date, Return Date
  - F. Purpose of Travel
  - G. Method of Travel
    1. **City Vehicle:** destination exceeding 250 miles is to be requested at time of paperwork submission and is to be approved or disapproved by the Chief at time of paperwork approval; **Private Vehicle:** must meet insurance requirements and provide proof of insurance (\$100,000 bodily injury per occurrence; \$100,000 bodily injury per person; \$300,000 property damage per occurrence; and personal injury

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STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

protection as required by State Law). Traveler will only be reimbursed mileage at the rate established by APM-1-77, not to exceed the cost of the lowest airfare as if the traveler had flown. Use of private vehicle must be approved in advance by the Department of Labor Relations; **Rental Vehicle:** will be permitted only when the rental car option is still less expensive than air or rail transportation that may be available; however, in those cases where alternative services are available, i.e., taxi, buses, subways or limousine service, such services with the lowest cost is encouraged. The rental of any car shall be approved by the Chief at time of travel approval. Reimbursement of rental cars will only be granted for the rental cars at the full size or below. Full insurance (liability, collision, etc.) coverage shall be obtained through the Rental Company. Fuel reimbursement expense is limited to the use of the rental car for City Business only.

2. **Commercial Travel:** Traveler fills in flight information. Department will pay for airfare.

Department employees traveling on City Business must use internet travel websites or search engines (i.e., Priceline, Travelocity, Orbitz, Expedia, etc.) for airline availability and price quote. Employees are not to use the services of a travel agency.

## II. Estimated Expenses:

- A. Transportation – Cost of airfare (if applicable), no cost if method of transportation is a city vehicle.
- B. Lodging – Single occupancy when only one person is traveling, double occupancy when two people are traveling; reservations must be made with the on-site hotel or nearest/reasonable hotel to site; reservations must be made by the traveler.



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STANDARD OPERATING PROCEDURES: S.O.P. 16

(Continuation)

- C. Meals – Contact Travel Detail for the per diem of the particular city (receipts for meals are not required); the reimbursement of meals is based on the length of the travel and times of arrival to and departure from destination; meals will not be reimbursed if training attended in Miami-Dade or Broward Counties.
- D. Registration Fee – Attach brochure or announcement. Department will pay registration fee in advance of training.
- E. Miscellaneous – Rental vehicle (Full size or below), gasoline, tolls, taxis, etc. (all receipts must be turned in at time of reimbursement).
- F. F. Request for Advance – Must meet requirement as per Departmental Order 8 Chapter 1.4.11.1

## III. Endorsements:

- A. Unit C.O.
- B. Section C.O.
- C. Division Chief
- D. Deputy Chief
- E. An authorized Training Officer in the Training Unit (required for second dollar only)
- F. Budget Unit – Commander of the Business Management Section
- G. Chief of Police

## IV. Responsibilities of the Travelers:

- A. Contact school, seminar, convention, etc., and register.
- B. Determine if registration fee is to be paid in advance, upon arrival or billed to the City.
- C. Obtain airfare information.
- D. Make lodging reservation.

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STANDARD OPERATING PROCEDURES: S.O.P. 16  
(Continuation)

- E. Submit a redline memorandum to the Chief of Police stating the number of courses, seminars, conventions, etc., attended for the past two (2) years (24 month profile).
  - F. Submit R.F. #122 at least thirty (30) days (6 weeks) prior to travel date.
  - G. Travel Detail will send notification that travel request has or has not been approved.
  - H. Request reimbursement within 10 days after returning from trip or seminar.
- V. Substitution: If due to an emergency situation, the Department member originally designated to attend is unable to participate, a substitute may be sent in his/her place, approval of the Assistant Chief of the traveler's division. The Business Management Section is to be notified by memorandum at least (14) fourteen days prior to change in attendance.
- VI. Upon completion of "travel", it is the responsibility of the traveler to submit within 10 days all applicable original receipts to the Travel Detail of the Business Management Section, along with a copy of the (after action) memorandum evaluating the course, seminar, etc. for future participation by our Department. This memorandum is to be addressed to the Assistant Chief of the Administration Division. Copies of any handout material or other informational material should be forwarded to the Training Unit.

The Travel Detail will enter an iExpense for processing travel reimbursement for qualifying expenses. A check will then be issued from the Department of Finance through Oracle iExpense System. Personnel assigned to the Travel Detail will contact the Traveler when his/her reimbursement check is ready for pick up in the Budget Unit. If a traveler has received funds in advance then upon his/her return the traveler must submit proof of expenses.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

- S.O.P.: 17
- SUBJECT: ADVANCE TRAVEL CASH
- PURPOSE: To outline the procedures for obtaining advance cash for travel on City Business.
- SCOPE: Management authorizes designated personnel to facilitate advance travel requests which may require the processing of cash, including the receipt, storage and disposition of affected monies, and adherence to an accounting procedure for any such monies as follows:
- A. Management authorization for advancing travel money is addressed in Departmental Order 8, Chapter 1, and Section 1.4.11.1.
  - B. Business Management personnel assigned to the Travel Detail or cross-trained Section alternates are authorized to process requests for advanced travel monies.

*Bentine*

Bertine Louissaint  
A/Section Commander

12/8/17

Effective Date



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STANDARD OPERATING PROCEDURES: S.O.P. 17

(Continuation)

- C. Cash monies are processed only when a member, who has been authorized a Travel advance, is returning an un-expended portion of this advance, and elects to return this un-expended money in cash rather than check. In such cases, the cash is expeditiously delivered to the Accountant for deposit into the appropriate budget code. Such cash returns are infrequent.
- D. Advance Fund Usage is subject to the approval of the Chief Officer or designee with responsibility over the department or designee.
- E. Employees may receive an advance from the City for estimated out-of-pocket expenses only under the following circumstance:
  - 1. When travel requires that an employee be absent from the City for a period of longer than one full week (5 working days) in actual attendance at the meeting training conference, or other City official business and employee received authorization to attend beyond five working days.
- F. Requests for Travel advances are initially approved through channels by means of the "Travel Request Form"
- G. Upon qualification for travel advances, the Commander of the Business Management Section will must approve 75% of the estimated out-of-pocket expenses prior to further processing.
- H. The Law Enforcement Training Trust Fund (LETF) records are reconciled monthly by the Budget Unit personnel, who are assigned to the Business Management Section. A monthly travel report is prepared for distribution to each division.

# City of Miami



DANIEL J. ALFONSO  
City Manager

## BUDGET UNIT

### STANDARD OPERATING PROCEDURES

S.O.P. 18

SUBJECT: PREPARATION OF FORMS

PURPOSE: To ensure uniformity and accuracy in the record preparation process.

SCOPE: The Budget Unit will prepare all forms outlined in the S.O.P. for Equipment, Miscellaneous Supplies, Printing, Advertising, Cash Payment, etc. in accordance with the directions for each particular form.

Bertine Louissaint  
A/Section Commander

Effective Date



## PREPARATION OF FORMS

**SIGNATURE CARDS, FORM GS/PC 501: EXHIBIT "I"**

- A. The Signature Card has been designated to give the General Services Administration, a record of authorized signatures as determined by the Department Director.
- B. Documents received in General Services Administration with signatures other than those on the card will be returned unprocessed.
- C. Department Directors who want their Division Managers to be authorized to sign should request additional cards from the General Services Administration.
- D. Where a department or division does not have an Assistant Director or Assistant Manager, the alternate authorization should be someone whose position is directly related to the Director or Manager and who is able to determine that the requirement is valid.
- E. Please follow instructions on the card. It is the Business Management Section's responsibility to submit new cards for all changes in authorized signatures.
- F. Upon receipt of a new card, the previous one will be destroyed. Therefore, all authorized signatures must appear on the new card.
- G. Blank cards are available from General Services Administration.



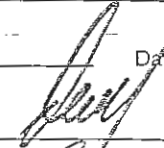
### City of Miami GRAPHIC REPRODUCTIONS SIGNATURE CARD

Authorized signatures for Requisition for Duplicating Services forms are to be filed at the General Services Administration/ Graphic Reproductions Division. A new card is required for any changes in authorized signatures.

Department: Miami Police Department

Date: 10 | 24 | 17

Name: Rodolfo Llanes

Signature: 

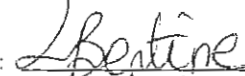
Name: Jorge R. Colina

Signature: 

Name: Xiao-Wen Michelle Choi

Signature: 

Name: Bertine Louissaint

Signature: 

Name: Sonia Hurtado

Signature: 

Name: Ariadna Jodar

Signature: 

Director's Name: Rodolfo Llanes

Signature: 



## PURCHASE REQUISITION: EXHIBIT "II"

A Purchase Requisition is generated through the iProcurement System for all purchases of goods, materials, equipment and services, except those requirements for direct payments processed through Quick Invoice and iExpense.

- A. Enter information to create a catalog or non-catalog requisition; completing all fields on the appropriate computer screens.
- B. Make sure a complete and accurate description of commodity or service is entered under DESCRIPTION, including the exact name of item, color, size, manufacturer, part/model number, stock number, and whatever additional information is necessary to correctly order the item(s) requested. Backup documentation will be scanned and sent as an attachment to the requisition.
- C. After the Requisition has been properly entered in the system and passed fund verification, it is routed through the approval workflow to be approved by the authorized departmental representatives using the approval hierarchy already established in the system. Note: if the Requisition requires secondary or technical approval from another department (i.e. CIP, GSA, Information Technology) it will appear on the approver's notification list.
- D. After the Requisition has been properly approved, it is electronically transmitted to Purchasing Department for processing except for catalog requisitions, which Purchasing will automatically issue a Purchase Order.
- E. A copy of the Requisition is printed from the computer and given to the Account Clerk for posting and filing.

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- F. Upon receipt of the goods/services, the requesting unit should submit the delivery ticket or packing slip to the Budget Unit and sign the receipt of delivery after checking to be sure that the items listed on the Purchase Order have been received and the quantity of the goods verified.
- G. After is item is delivered and approved by the Requesting Unit, it must be received in iProcurement. The Account Clerk will receive the item (s) in the iProcurement System and the System will record a receipt number. The receiving record will be forward to Accounts Payable, which will match it with the invoice and process for payment.
- H. The Receiving record should be forwarded as soon as possible after receipt of goods, so as not to delay payments to vendors. If invoices are received directly by the department, they should also be signed and forwarded with the Receiving record to Accounts Payable without delay.



TO # 1705843

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Shop Requisitions Receiving

Requisition Information

Approvals

Review And Submit

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 156211: Total 3,089.17 USD

Created By Ruiz, Adrian M  
 Creation Date 12-Jun-2017 19:08:41  
 Description \*\*\* BWC GRANT \*\*\* VIRTUAL POLICING / INTERNAL AFFAIRS \*\*\* To have installed routers and cables on all listed locations for Body Worn Camera uploads in order to be compliance with CJIS.  
 Justification BWC GRANT \*\*\* VIRTUAL POLICING / INTERNAL AFFAIRS - Lt. Rojas

APPROVED

JUN 12 2017

APPROVED

Requisition Attachments

Title	Type	Description	Category	Last Updated By	Last Updated	Usage	Update	Delete	Publish to Catalog
Note	Short Text		To Buyer	42899	12-Jun-2017	One-Time			
Note	Short Text		To Approver	42899	12-Jun-2017	One-Time			
Quote	File		Internal to Requisition	42899	12-Jun-2017	One-Time			

Lines

Details Line	Description	Cost Center	Unit	Quantity	Price	Amount (USD)	Attachments
<input checked="" type="checkbox"/> Hide 1	ISR4331-SEC/K9 - Cisco ISR 4331 Sec bundle w/SEC license. Quote EXTQ12422-02. Cisco State Contract: NVP #AR23 (14-19) Participating Addendum for FL #43220000-WSCA-14-ACS	191602	Each	1	2148.75 USD	2,148.75	
Requester Ruiz, Adrian M		Deliver-To Location		191701 - MPD Property Section			
Need-By Date 02-Jul-2017 00:00:00		Destination Type		Expense			
Item Number		Supplier		Extensys, Inc.			
Category Description Computer Hardware Installation Services, Mainframe		Supplier Site		Oldsmar			
P-Card Used No		Supplier Contact		Bauer, Vincent			
		Contact Phone		813 855-3909			
		Supplier Item					

Billing Information

Charge Account	Project Number	Task Number	Award Number	Expenditure Type	Expenditure Organization	Expenditure Item Date	B Percent	B Number
12000.191602.664000.0000.00000	19-199923	02	2305	Equipment	191602 - Police Budget Unit	12-Jun-2017	100	
<input checked="" type="checkbox"/> Show 2	CON-SNT-ISR4331S - SNTC-8X5XNBD		Cisco ISR 4331	191602	Each	1	475.05 USD	475.05
		Sec bundle w/SEC license						
<input checked="" type="checkbox"/> Show 3	SL-4330-IPB-K9 - IP Base License for Cisco ISR 4330 Series			191602	Each	1	0 USD	0.00

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Show 4	FL-4330-HSEC-K9 - U.S. Export Restriction Compliance license for 4330 series	191602	Each	1	465.37 USD	465.37
Show 5	PWR-4330-AC - AC Power Supply for Cisco ISR 4330	191602	Each	1	0 USD	0.00
Show 6	CAB-AC - AC Power Cord (North America), C13, NEMA 5-15P, 2.1m	191602	Each	1	0 USD	0.00
Show 7	NIM-BLANK - Blank faceplate for NIM slot on Cisco ISR 4400	191602	Each	2	0 USD	0.00
Show 8	SM-S-BLANK - Removable faceplate for SM slot on Cisco 2900,3900,4400 ISR	191602	Each	1	0 USD	0.00
Show 9	MEM-4300-4G - 4G DRAM (2G+2G) for Cisco ISR 4330, 4350	191602	Each	1	0 USD	0.00
Show 10	MEM-FLSH-4G - 4G Flash Memory for Cisco ISR 4300 (Soldered on motherboard)	191602	Each	1	0 USD	0.00
Show 11	SL-4330-SEC-K9 - Security License for Cisco ISR 4330 Series	191602	Each	1	0 USD	0.00
Show 12	SISR4300UK9-3165 - Cisco ISR 4300 Series IOS XE Universal	191602	Each	1	0 USD	0.00
<b>Total</b>						<b>3,089.17</b>

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Step 3 of 3

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**MIAMI POLICE DEPARTMENT  
PURCHASE / SERVICE REQUEST FORM**

Published by PCS on 10/31/2019

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UNIT: \_\_\_\_\_ SECTION: \_\_\_\_\_  
 CONTACT PERSON: \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_  
 CONTRACT #: \_\_\_\_\_ DATE DELIVERY REQUIRED \_\_\_\_\_

**TYPE OF FUNDS**

- GENERAL FUND
- L.E.T.F.
- GRANT (SPECIFY): \_\_\_\_\_
- OTHER (SPECIFY): \_\_\_\_\_

**TYPE OF PURCHASES**

- REGULAR PURCHASE
- EXPEDITE
- SOLE SOURCE PURCHASE
- OTHER \_\_\_\_\_

(IF NECESSARY, FINAL DETERMINATION OF FUNDING WILL BE MADE BY BUDGET UNIT)

BUDGETED  YES  NO Budget Line # \_\_\_\_\_ Account Code # \_\_\_\_\_  
 (If not, please attach transfer of funds request indicating how you wish to accommodate this request or identify other funding source) (For Budget Unit Use)

**SUGGESTED SOURCE (CAN LIST MORE THAN ONE)**

NAME: \_\_\_\_\_  
 ATTENTION: \_\_\_\_\_  
 ADDRESS: \_\_\_\_\_  
 PHONE #: \_\_\_\_\_ FAX: \_\_\_\_\_

**ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)**

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_  
 MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_  
 SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

**JUSTIFICATION** (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

<b>Computer Support Approval</b> _____	Date _____
<i>(Required on computer related items only)</i>	

**APPROVALS:**

Lieutenant _____	P.I.N. _____	Date: _____
Captain _____	P.I.N. _____	Date: _____
Commander _____	P.I.N. _____	Date: _____
Major _____	P.I.N. _____	Date: _____
Division Chief _____	P.I.N. _____	Date: _____
Deputy Chief _____	P.I.N. _____	Date: _____
Business Management Sect. _____	P.I.N. _____	Date: _____
Administration Asst. Chief _____	P.I.N. _____	Date: _____

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

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QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

**JUSTIFICATION** (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

**JUSTIFICATION** (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

**JUSTIFICATION** (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

GRAND TOTAL: \$0.00

**MIAMI POLICE DEPARTMENT  
PURCHASE / SERVICE REQUEST FORM**

Published by PCS on 10/31/2019

Tracking # 889

UNIT: Virtual Policing SECTION: ADMIN  
 CONTACT PERSON: LT. Rojas PHONE NUMBER: 305-603-6173  
 CONTRACT #: \_\_\_\_\_ DATE DELIVERY REQUIRED: 5/25/2017

TYPE OF FUNDS:  GENERAL FUND  
 L.E.T.F.  
 GRANT (SPECIFY): BWC  
 OTHER (SPECIFY): \_\_\_\_\_  
 (IF NECESSARY, FINAL DETERMINATION OF FUNDING WILL BE MADE BY BUDGET UNIT)

TYPE OF PURCHASES:  REGULAR PURCHASE  
 EXPEDITE  
 SOLE SOURCE PURCHASE  
 OTHER

0-19-199923  
A-2305  
T-02  
E-Equipment  
0-191602

BUDGETED  YES  NO Budget Line # \_\_\_\_\_ Account Code # \_\_\_\_\_  
 (If not, please attach transfer of funds request indicating how you wish to accommodate this request or identify other funding source) (For Budget Unit Use)

SUGGESTED SOURCE (CAN LIST MORE THAN ONE)

NAME: Extensys, Inc.  
 ATTENTION: Mike Toomer  
 ADDRESS: 253B Pine Avenue North, Oldsmar, FL 34677  
 PHONE #: 305-307-8186 FAX: 813-855-3922

**RECEIVED**  
 MAY 26 2017

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

Necessary CJIS compliant routers and cables for Body worn camera uploads in the Auto Pound, Bomb Squad, Court Liason, Downtown Beats, Fire Training Center, Internal Affairs, Marine Patrol, Mounted Patrol, North Station, Central Station, South Station, and SOS Locations.

BODY WORN CAMERA GRANT

QTY: 1 UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \$248,176.80

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

JUSTIFICATION (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

THE VIRTUAL POLICING UNIT IS REQUESTING TO HAVE INSTALLED ROUTERS AND CABLES ON ALL LISTED LOCATIONS FOR BODY WORN CAMERA UPLOADS IN ORDER TO BE IN COMPLIANCE WITH CJIS.

Computer Support Approval \_\_\_\_\_ Date \_\_\_\_\_  
 (Required on computer related items only)

APPROVALS:

RECEIVED MAY 31 2017 BUSINESS MANAGEMENT SECTION	Lieutenant <u>[Signature]</u> P.I.N. <u>6106</u> Date: <u>5-25-17</u>
	Captain <u>[Signature]</u> P.I.N. <u>4246</u> Date: <u>5-25-17</u>
	Commander _____ P.I.N. _____ Date: _____
	Major <u>[Signature]</u> P.I.N. <u>1294</u> Date: <u>5/26/17</u>
	Division Chief <u>[Signature]</u> P.I.N. <u>0415</u> Date: <u>5/26/17</u>
	Deputy Chief <u>[Signature]</u> P.I.N. <u>0759</u> Date: <u>5/26/17</u>
	Business Management Sect. <u>[Signature]</u> P.I.N. <u>24377</u> Date: <u>6/7/17</u>
Administration Asst. Chief <u>[Signature]</u> P.I.N. <u>32477</u> Date: <u>5/26/17</u>	

### REQUEST FOR CHANGE ORDERS: "EXHIBIT III"

Requests for changes or corrections to an existing Purchase Order must be submitted on-line under the iProcurement System to the Purchasing Department for processing and final approval.

- A. A Request for Change Order will be initiated when it becomes necessary to make a change in a purchase order, which has already been issued.

Example, in cases where the vendor is unable to deliver the full amount of goods ordered, when a change has become necessary in the requesting or originating department's requirements prior to the delivery of the commodity, or a purchase order has been issued incorrectly or erroneously.

- B. Purchasing Department will issue a revised Purchase Order. The system will automatically sent a revised copy of the Purchase Order to the vendor.



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ARI



iProcurement

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Shop Requisitions Receiving

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Confirmation

Your change request(s) for Requisition 155044 have been submitted for processing. View status of the change request(s) from the Requisition Status page.

**Change Order 155044: Confirmation Details**

Request Created By	Jodar, Ariadna E	Old Non-Recoverable Tax	0.00 USD
Request Creation Date	07-Jun-2017 19:30:58	New Non-Recoverable Tax	0.00 USD
Old Requisition Total	1,485.00 USD	Note to Approver	Support Services Section - Major Keith Cunningham.
New Requisition Total	0.00 USD		

**Change Requisition Details**

Details	Line	Description	Order Type	Order	Need-By	Unit	Quantity	Price	Amount (USD)	Non Recoverable Tax (USD)	Recoverable Tax (USD)	Attachments	Cancel Line	Reason
<input checked="" type="checkbox"/>	Show 1	300 Miami Police Department 2016 Annual Report as per Estimate# 180785.	Purchase	1705188	11-Jun-2017 00:00:00	Dollar	1485	1 USD	1,485.00	0.00	0.00		Yes	Wrong size of the Annual Report was quoted.

[Return to Requisition Details](#)

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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## REQUEST FOR DIRECT PAYMENT QUICK INVOICE "IV"

Is used whenever it is necessary for a check to be issued for direct payment of a request i.e., membership fees, subscriptions, payment of claims, registration fees, contributions, vehicle impoundment program refunds, etc.

- A. The Quick Invoice will be entered in the AP Quick Invoice Processor. Backup documentations forward to Account Payable for processing.

**CMA QUICK INVOICE**

Operating Unit	City of Miami	Invoice Num	DP17152
Type	Standard	GL Date	03-JUL-2017
Invoice Date	03-JUL-2017	Supplier Num	1203
Supplier	Miami-Dade Cour	Invoice Amount	225.00
Site	EAL HARBOUR	Discountable Amount	
Invoice Curr	USD	Invoice Total	225.00
Description	New application for Commander	Lines Total	225.00
Status		<input checked="" type="checkbox"/> Pay Alone	
Pay Group	STANDARD	Terms	Immediate
Payment Method	Check		

**Invoice Lines**

LDA

Type	Line	Amount	Project	Task	Award	Expenditure Type	Expenditure Org	Expenditure	Description
Item	1	225.00	19-136002	04	2075	Professional Memt	191602 - Police-	03-JUL-2017	New application for Commander Nicole Davis

**Quick Invoices**

Source  Batch

APPROVED

JUL 17 2017

*JWC* 7/17/17

BATCH # MP17152

DP # 17152

*D/K [Signature]* 8470737

INTER-OFFICE MEMORANDUM

*A/ACU [Signature]* 6/23/17

TO: Xiao-Wen Michelle Choi  
Police Budget & Finance Manager  
Business Management Section

DATE: June 23, 2017

*JWC* FILE: 717117

SUBJECT: Membership Dues

FROM: *[Signature]* #2009  
Commander Nicole Davis  
Overtown N.E.T.  
Field Operations Division

REFERENCES:

*[Signature]* 575  
716117

ENCLOSURES: MDCACP Application

I am respectfully requesting payment to be made for membership to the Miami-Dade County Association of Chief of Police (MDCACP).

Tracking # 1018

*L1#1496*  
*P=19-136002*  
*A=2075*  
*T=04*  
*E=membership*  
*D=191602* *all* 7/10/17

RECEIVED  
JUN 26 2017  
MIAMI POLICE  
FIELD OPERATIONS DIVISION

RECEIVED  
JUL - 7 2017  
BUSINESS MANAGEMENT SECTION

RECEIVED  
JUL 06 2017  
ASSISTANT CHIEF  
ADMINISTRATION DIV

RECEIVED  
JUN 23 2017  
Patrol Central District

**Miami-Dade County**  
**Association of Chiefs of Police**  
 Honor • Integrity • Efficiency • Professionalism

**Membership Application/Update Information**

New Application       Update Information

NOTE: Please only enter your name and the changed information if you are updating your file.

I am applying for the following category of membership:

<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<b>Active</b>	<b>Associate</b>	<b>Honorary</b>	<b>Life-Active</b>	<b>Life-Inactive</b>	<b>Sponsoring Members</b>
Dues: \$200	Dues: \$250	Gratis	Dues: \$50	Dues: \$50	Dues: \$3,000
Initiation: \$25	Initiation: \$25				
Total: \$225	Total: \$275				

Name: Nicole Davis Date: 06/23/17

Rank/Title: Police Commander

Agency/Organization: City of Miami Police Department

Business Address: 400 NW 2 Avenue

Business Telephone: (305) 603-6635 Facsimile: (305) 350-7920

Home Address: 13930 NW 1 Avenue Miami, FL 33168

Home Telephone: (305) 216-0901 Email: nicole.davis@miami-police.org

List Departmental Responsibilities:

Manage and coordinate police activity in the Dvertown NET service area.

Recommended By: Chief Rodolfo Llanes

Correspondence mailed to:  Office       Home

Please print form and mail to:

Captain M. De La Rosa  
 Bal Harbour Village Police Department  
 655 96 Street  
 Bal Harbour, FL 33154

Please make check payable to Miami-Dade County Association of Chiefs of Police and mail to the address above. For further information, please call Captain M. De La Rosa at (305) 866-5000 or email to: [mdelarosa@balharbourpolice.org](mailto:mdelarosa@balharbourpolice.org).

**Membership Requirements**

**Active Membership**

Commissioners, superintendents, chiefs and command staff members, national, state, provincial, county, municipal police departments, directors, agent in charge or equivalent

**Associate Membership**

Non-law enforcement personnel, retired former members, staff members from law enforcement associations, CEO of Miami-Dade County municipals, law enforcement organization personnel

**Honorary Membership**

Honorary Members shall be such members that the Association choose to honor with such membership

**Life-Active Membership**

Members that are afforded permanent membership regardless of their membership qualification status. Membership includes all past Presidents and any other person deemed by unanimous vote of the membership to be deserving of this honor shall have the right of all active members

**Life-Inactive Membership**

Past presidents or others designated as life members that are no longer active

**Sponsoring Membership**

Sponsoring members are those business entities, either individuals, partnerships or corporations who seek to support the Miami-Dade County Association of Chiefs of Police

*Associate members enjoy the same privileges as active members except those of holding office and voting.*

**REIMBURSEMENT FOR PETTY CASH/  
TRANSFER OF FUND CUSTODIAN: EXHIBIT "V"**

The City for the purpose of making change or small incidental expenditures, which are necessary to carry on City operations, provides petty cash funds.

- A. Expense is entered to reimburse the Petty Cash fund. The person's name that appears on the IE must be the custodian responsible for the Petty Cash Fund, as designated on the attached Petty Cash Receipt of Funds or Transfer of Custodianship form.
- B. Request for reimbursement must be made only for those items authorized under the City of Miami's Petty Cash procedures. Request for reimbursement of any expenditure from petty cash should be made at least once each month.
- C. An original receipt must be presented for each item. Where receipts are not available (e.g. Telephone pay calls, parking meters, etc.) a detailed list must be presented of such transaction.
- D. Sales Tax must never be included in the request submitted for reimbursement.



**CITY OF MIAMI  
PETTY CASH AND/OTHER IMPREST FUNDS  
RECEIPT OF FUNDS OR TRANSFER OF CUSTODIANSHIP**

**ORIGINAL ISSUED:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
I have in my possession the sum of \_\_\_\_\_ dollars, having been  
received from the Finance Department of the City of Miami, Florida. It is  
expressly understood that this fund is being held by me for official use  
of the Department of \_\_\_\_\_, Division of \_\_\_\_\_  
the City of Miami, and is subject to refund on demand.

**TRANSFER OF CUSTODIANSHIP:**

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
I have received custodianship of a petty cash and/other imprest funds in the  
amount of \_\_\_\_\_ dollars from \_\_\_\_\_ of the  
Department of \_\_\_\_\_, Division of \_\_\_\_\_. Said  
fund having originally been received from the Finance Department of the City of  
Miami, Florida. It is subject to refund on demand.

Signed \_\_\_\_\_

Name (Print or Type) \_\_\_\_\_

Social Security # \_\_\_\_\_

Date \_\_\_\_\_

INTER-OFFICE MEMORANDUM

*Handwritten initials/signature*  
#2313  
7-25-16  
FILED

TO: Jose M. Fernandez  
Director  
Finance Department

DATE: July 6, 2016  
SUBJECT: Petty Cash  
Transfer of Custodianship

FROM: Jorge H. Gomez  
Assistant Chief of Police  
Police Department

REFERENCES:  
ENCLOSURES:

Please prepare the necessary paperwork to change the name of the custodian for Petty Cash from Vivian Rodriguez to Adrian Ruiz in the amount of \$ 300.00.

Attached please find the "Transfer of Custodianship" form.

Your attention to this matter is greatly appreciated.

JHG:XWMC:ar

Attachment





# CITY OF MIAMI

## PETTY CASH, CHANGE FUNDS AND OTHER IMPREST FUNDS RECEIPT OF FUNDS OR TRANSFER OF CUSTODIANSHIP

### ORIGINAL ISSUE:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I have in my possession the sum of \_\_\_\_\_ dollars, having been received from the Finance Department of the City of Miami, Florida.

It is expressly understood that this fund is being held by me for official use of the Department of \_\_\_\_\_, Division of \_\_\_\_\_ the City of Miami, and is subject to refund on demand.

The account to be used for creation, deletion or increase of Petty Cash or Change Funds is 99900.000000.102000.0.0.

### TRANSFER OF CUSTODIANSHIP:

I HEREBY CERTIFY that on this 12 day of APRIL, 2017, I have received custodianship of a petty cash, change funds and other imprest funds in the amount of \$6,000.00 dollars from KIRLY MARIANO of the Department of POLICE, Division of COP/CEO. Said fund having originally been received from the Finance Department of the City of Miami, Florida.

It is expressly understood that this fund is being held by me for official use of the City of Miami, and is subject to refund on demand.

Type (Please circle): Petty Cash                      Change Funds (Provide change to the Public)

Name (Print or Type): DANIEL KERN

Title: POLICE CAPTAIN

Employee ID #: 03627

Signature: [Signature] 4/12/17

Date: 4/12/17



# CITY OF MIAMI

## PETTY CASH AND OTHER IMPREST FUNDS RECEIPT OF FUNDS OR TRANSFER OF CUSTODIANSHIP

ORIGINAL ISSUE:

I HEREBY CERTIFY that on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, I have in my possession the sum of \_\_\_\_\_ dollars, having been received from the Finance Department of the City of Miami, Florida

It is expressly understood that this fund is being held by me for official use of the Department of \_\_\_\_\_, Division of \_\_\_\_\_ the City of Miami, and is subject to refund on demand.

TRANSFER OF CUSTODIANSHIP:

I HEREBY CERTIFY that on this 25 day of July, 2016, I have received custodianship of a petty cash fund in the amount of 300.00 dollars from Vivian Rodriguez of the Department of Police, Division of BMS. Said fund having originally been received from the Finance Department of the City of Miami, Florida.

It is expressly understood that this fund is being held by me for official use of the City of Miami, and is subject to refund on demand.

Signed: \_\_\_\_\_  
Social Security #: 594-92-7169  
Name (Print or Type): Adrian Ruiz  
Date: July 25, 2016

**REQUISITION FOR ADVERTISEMENT: EXHIBIT "VI"**

1. All City newspaper ads will be placed by Purchasing Department following these procedures:
  - (a) Department desiring to place advertisements will fill out the request for direct payment form, which is available from Central Stores.
  - (b) All blanks in the upper portion must be filled in and the form must have an authorized signature.
  - (c) Department Directors are responsible for availability of funds.
  - (d) Make a copy of the request for direct payment for the Department's Records, forward original with color copy to the Purchasing Department.
  - (e) The ad copy must be attached to the requisition for advertisement. Include a transaction in Spanish.

**Note:** The number on the request for direct payment must be part of the ad copy.

Weekly newspapers published on Thursday, must receive the ad copy by 5:00 PM, on Mondays.

Daily newspapers must receive the ad copy 48 hours prior to publication date. Requisitions to Advertise should be delivered to Purchasing Department in time to allow for mailing of the ad copy to the newspaper. If pre-publication proof is required, allow for additional time.

2. Selection of newspaper to be used will be made by Purchasing Department, according to the guidelines below:
  - (a) **Legal Ads**  
These are ads that the City is legally required to place in newspaper of general circulation as required by the City Charter and Code, State Statutes, Federal Law, or some other type of regulatory agency.

-2-

Exhibit VI  
(Continuation)

(b) **Display Ads**

These are ads of a large size intended to capture the public's attention. If ads are of legal nature, they will be published in accordance with legal ad guidelines. Other than legal ads will be published, on a rotating basis, in selected newspapers, which meet the guidelines set by the City Commission.

These are ads intended to reach a particular segment of the City's residents.

They will be published in a combination of newspapers as determined by the Director of Purchasing.

(c) **Classified Ads:**

Used primarily for recruitment, etc.

3. Advertising invoices and Proof of Publication will be received by the Purchasing Department and processed for payment similarly to direct payment requests. Purchase Orders will not be issued to newspapers.
4. After the Request for Advertising has been submitted for payment, the lower portion of the Requisition to Advertise form will be completed by the Purchasing Department, indicating the costs, the pink copy forwarded to the appropriate department.

**Note:** The City Manager's approval is required in order to advertise in the Miami Herald. (See Resolution #86-998)



## City of Miami REQUEST FOR DIRECT PAYMENT

**INSTRUCTION:** Please complete and attach all the original documents related to expenditures (i.e., receipts, invoices, proof of publication, etc.)

Requested by (Name):	Department:
Title:	Division/Section:

Purpose: <input type="checkbox"/> Invoice Payment <input type="checkbox"/> Advertisement	Date:
--	-------

1 Supplier Name: Supplier Number: Invoice Number: Amount: Account Codes:	Description (to include size, type and date of publication for advertisements): _____ _____ _____ _____
---	---

2 Supplier Name: Supplier Number: Invoice Number: Amount: Account Codes:	Description (to include size, type and date of publication for advertisements): _____ _____ _____ _____
---	---

3 Supplier Name: Supplier Number: Invoice Number: Amount: Account Codes:	Description (to include size, type and date of publication for advertisements): _____ _____ _____ _____
---	---

4 Supplier Name: Supplier Number: Invoice Number: Amount: Account Codes:	Description (to include size, type and date of publication for advertisements): _____ _____ _____ _____
---	---

<b>PAYMENT DISTRIBUTION</b>	<b>FOR FINANCE USE ONLY</b>		
<input type="checkbox"/> ACH (Attach banking information) <input type="checkbox"/> Mail to Supplier	Check No.:	Processed by:	Date:

Approvals: _____ Date _____ Budget Approval (if required) _____	Control Number <b>DP- 16579</b> <small>This number must be included on Advertisements</small>
---	---

## **REQUEST FOR OFFICE SUPPLIES: EXHIBIT "VII"**

The Purchasing Department provided iProcurement training to employees who are responsible for ordering office supplies for their respective division/unit. The Pilot Program for On-line Ordering of Office Supplies is used for requesting office supplies from the City's office supply vendor. Only trained individuals who completed computer training will be allowed to order office supplies on-line.

The Property Specialist I in the Property Unit mailroom will finalize approval of each on-line order. Each unit/section will be contacted by the mailroom when supplies are received.



iProcurement

PO # 1706281

ARE

Navigator

Favorites

Shopping Cart

Home Logout Preferences Help Diagnostics

Shop Requisitions Receiving

Requisition Information

Approvals

Review And Submit

Checkout: Review and Submit Requisition

Save Printable Page Back Step 3 of 3 Submit

Requisition 157782: Total 481.08 USD

Created By Jodar, Ariadna E
Creation Date 14-Jul-2017 09:15:39
Description \*\*\*RECRUITMENT & SELECTION\*\*\*Realspace(R) Folding Table, Molded Plastic Top, 8 Wide, 29H x 96W x 30D, Platinum
Justification Recruitment & Selection - Lt. Fabria Ellington

APPROVED

JUL 14 2017

Requisition Attachments

Table with columns: Title, Type, Description, Category, Last Updated By, Last Updated, Usage, Update, Delete, Publish to Catalog. No results found.

Lines

Table with columns: Details Line, Description, Cost Center, Unit, Quantity, Price, Amount (USD), Attachments. Includes requester info and supplier details.

Billing Information

Table with columns: Charge Account, Project Number, Task Number, Award Number, Expenditure Type, Expenditure Organization, Expenditure Item Date, Percent, B Number.

Total 481.08

Save Printable Page Back Step 3 of 3 Submit

Shop Requisitions Receiving Shopping Cart Home Logout Preferences Help Diagnostics

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MIAMI POLICE DEPARTMENT

Published by PCS on 10/31/2019

PURCHASE / SERVICE REQUEST FORM

Tracking # 1026

UNIT: RECRUITMENT & SELECTION SECTION: ADMINISTRATION  
CONTACT PERSON: LT. FABRIA ELLINGTON PHONE NUMBER: 305-603-6702  
CONTRACT #: DATE DELIVERY REQUIRED

- TYPE OF FUNDS
[X] GENERAL FUND
[ ] L.E.T.F.
[ ] GRANT (SPECIFY):
[ ] OTHER (SPECIFY):

- TYPE OF PURCHASES
[ ] REGULAR PURCHASE
[ ] EXPEDITE
[ ] SOLE SOURCE PURCHASE
[ ] OTHER

(IF NECESSARY, FINAL DETERMINATION OF FUNDING WILL BE MADE BY BUDGET UNIT)

BUDGETED [ ] YES [ ] NO Budget Line # 1572
(If not, please attach transfer of funds request indicating how you wish to accommodate this request or identify other funding source)

Account Code # 00001.191501.553000 (For Budget Unit Use)

SUGGESTED SOURCE (CAN LIST MORE THAN ONE)

RECEIVED JUL 07 2017

ASSISTANT CHIEF ADMINISTRATION DIV

NAME: OFFICE DEPOT ATTENTION: This vendor has a contract ADDRESS: PHONE #: FAX:

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

REALSPACE FOLDING TABLES, MOLDED PLASTIC TOP

QTY: 4 UNIT OF MEASURE: 1 ESTIMATED UNIT PRICE: \$120.27 SHIPPING CHARGES: ESTIMATED TOTAL: \$481.08
MANUFACTURER: 774511 MODEL: Platinum STYLE:

SIZE: 29"H x 96"W x 30"D COLOR: ASSEMBLY / SET-UP REQUIRED: [ ] YES [ ] NO

JUSTIFICATION (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

The tables will be utilize for OPAT, Recruitment Drives, & Job Fairs

Computer Support Approval Date (Required on computer related items only)

APPROVALS:

RECEIVED JUL 11 2017

BUSINESS MANAGEMENT SECTION

Lieutenant P.I.N. 5441 Date: 7/5/17
Captain P.I.N. Date:
Commander P.I.N. Date:
Major 2845 P.I.N. 0056 Date: 7/7/17
Division Chief P.I.N. 5475 Date: 7/2/17
Deputy Chief P.I.N. 3471 Date: 7/2/17
Business Management Sect. P.I.N. 2837 Date: 7/12/17
Administration Asst. Chief P.I.N. 5471 Date: 7/7/17



ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

Published by PCS on 10/31/2019

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

JUSTIFICATION (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

JUSTIFICATION (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

ITEM DESCRIPTION (BE AS DESCRIPTIVE AS POSSIBLE)

QTY: \_\_\_\_\_ UNIT OF MEASURE: \_\_\_\_\_ ESTIMATED UNIT PRICE: \_\_\_\_\_ SHIPPING CHARGES: \_\_\_\_\_ ESTIMATED TOTAL: \_\_\_\_\_

MANUFACTURER: \_\_\_\_\_ MODEL: \_\_\_\_\_ STYLE: \_\_\_\_\_

SIZE: \_\_\_\_\_ COLOR: \_\_\_\_\_ ASSEMBLY / SET-UP REQUIRED:  YES  NO

JUSTIFICATION (BE THOROUGH. THIS INFORMATION MAY BE UTILIZED TO PREPARE LEGISLATION.—GIVE HISTORY, EXPAND ON NEED, ETC. UTILIZE BACK OF THE FORM IF SPACE GIVEN IS NOT ADEQUATE).

GRAND TOTAL: \$481.08


# Realspace® Folding Table, Molded Plastic Top, 8' Wide, 29"H x 96"W x 30"D, Platinum

★★★★★ (13) | Description | Print

Item # 774511 Entered Item # 774511

\$ 120.<sup>27</sup> / each

Availability: 13

 Sold in Stores



Qty



Add to Shopping List

## **TRANSFER OF FUNDS REQUEST: EXHIBIT "VIII"**

This form is completed whenever it is necessary to transfer funds from one account code to another.

The account data provided on the Transfer of Funds Request form is based on information obtained from the Oracle Financial System printouts and/or inquiries made through the on-line Oracle screens.

The form is completed and signed by the Business Management Section Commander or designee. The original is sent to the Management and Budget Department (MBD) and a copy is maintained on file in the Police Budget Unit.

The MDB will verify that the funds are available and will either approve or disapprove the request. If approved, the Budget Analyst will process the transfer. If disapproved, the Budget Analyst will mark "disapproved" on the form, initial, and return the form to the Police Budget Unit.

## MIAMI POLICE DEPARTMENT BUDGET LINE ITEM TRANSFER REQUEST FORM

FROM:

LINE ITEM NO.	MINOR OBJ.	DIVISION	UNIT	DESCRIPTION	QTY.	UNIT PRICE	BUDGET BEFORE TRANSFER	TRANSFER AMOUNT	BUDGET AFTER TRANSFER
1324	554000	ADM	ITS	GPS Vehicle Tracking For 418 Veh.	1	\$110.00	\$20,100.00	\$110.00	\$19,990.00

TO:

LINE ITEM NO.	MINOR OBJ.	DIVISION	UNIT	DESCRIPTION	QTY.	UNIT PRICE	BUDGET BEFORE TRANSFER	TRANSFER AMOUNT	BUDGET AFTER TRANSFER
685	552000	ADM	ITS	Miscellaneous Supplies	1	\$110.00	-\$107.22	\$110.00	\$2.78

DONE  
6/22/17

JUSTIFICATION:

The monies will be utilized to replace the negative balance on Line Item 685.

---



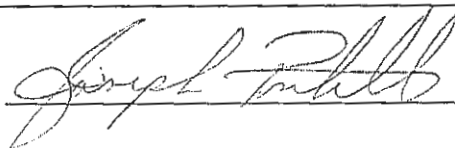
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Requesting Section Commander's Signature  Date 6/22/17

## MIAMI POLICE DEPARTMENT BUDGET LINE ITEM TRANSFER REQUEST FORM

**FROM:**

MINOR OBJ.	DIVISION	UNIT	DESCRIPTION	QTY.	UNIT PRICE	BUDGET BEFORE TRANSFER	TRANSFER AMOUNT	BUDGET AFTER TRANSFER

**TO:**

MINOR OBJ.	DIVISION	UNIT	DESCRIPTION	QTY.	UNIT PRICE	BUDGET BEFORE TRANSFER	TRANSFER AMOUNT	BUDGET AFTER TRANSFER

**JUSTIFICATION:**

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Requesting Section Commander's Signature \_\_\_\_\_

Date \_\_\_\_\_

**REQUISITION FOR DUPLICATING SERVICES –  
PRINT SHOP (FORM GS/GR 401): EXHIBIT “IX”**

This requisition is prepared for all printing that is to be done by the City of Miami Print Shop. Fill in blanks, #1 thru #14, and attach sample to be printed. The Budget Section Commander signs this form. The requisition is forwarded to the Print Shop with the sample and a copy is retained in the Budget Unit File.

Upon completion of the job, the City of Miami Print Shop will forward the yellow copy to the Budget Unit so charges can be posted to the appropriate codes. The other copy is forwarded to accounting for appropriate journal entry charging the Police Department's Budget.

INTER-OFFICE MEMORANDUM

*M/C M. Roch* *Choi* *8/4/17*

TO: Xiao-Wen Michelle Choi  
Police Budget and Finance Manager  
Business Management Section  
(Through Channels)

DATE: August 4, 2017 FILE:

SUBJECT: Print Shop Requisition

*JR*  
FROM: Lt. Jose Rocha  
A/ Commander  
Training and Personnel Development Section  
(Through Channels)

REFERENCES:

ENCLOSURES: Line Supervision Course Guide Manual

Please prepare a print shop requisition to create the following:

(30) Black/White, spiral binding, double sided of the Line Supervision Course Guide manual.

Please create a cover sheet in color for the 79 page document that will be sent via email on a PDF format to GSA.

Should you have any questions, please contact Stanley Dubuisson via email or telephone at 305-603-6571.

JR:sd

**RECEIVED**  
AUG 04 2017

ASSISTANT CHIEF  
ADMINISTRATION DIV

**RECEIVED**  
AUG 7 2017

BUSINESS MANAGEMENT SECTION



City of Miami

503949

REQUISITION FOR DUPLICATING SERVICES

INSTRUCTIONS: Prepare 1 form for each order and attach sample if printed. Retain photocopy for your files.

1. Date of Request: 8-7-17 2. Date Work Required: ASAP 3. Job Name or Description: Line Supervision Guide Manual

4. Department: Police 5. Division: Training

6. Location (Building and Room): 400 NW 2nd Ave 7. Code No:

8. Name of Contact Person: Stanley Dubuisson 9. Phone No: 305-603-6571 10. Quantity Required: 30

11. Page size: 8.5 x 11 12. No. of Pages: 79 per set per book

13. Print: 2 Sided 14. Ink Color(s): 15. Paper Color(s):

16. Forms: No. of parts 17. Numbering: Beginning Ending

18. Binding: Tape 19. Stapling 20. Folding: Letter, Zee, Half, Double Half 21. Drilling 22. Padding 23. Tabs 24. Laminating 25. Shrink Wrap

26. Remarks or Special Instructions: Please create a cover sheet in color for 79 page document.

27. Approved By: [Signature] 08/07/17 Department Director/Authorized Signature

FOR GRAPHIC REPRODUCTIONS USE ONLY

Proofs: 1st Proof 2nd Proof 3rd Proof 4th Proof

DELIVERY RECEIPT

Partial Order: Complete Order: Quantity Received: Dates Dept. Contacted: Completed By: Received By (Print): Date Completed: Received By (Sign/Date):

OUTSIDE SERVICES/MATERIALS

Table with 5 columns: Requisition#, Date, PO#/P-Card, Vendor Name, Outside Cost



**REPLACEMENT OF PERSONAL PROPERTY: EXHIBIT "X"**

Upon approval for Replacement of Personal Property, the amount of reimbursement shall not exceed the amounts listed on the current "Schedule of Reimbursements" maintained on file in the Budget Unit's Office. Exception is determined by the approval of the Major of the Property Unit, depending on the circumstances of the lost or damaged equipment.

Original receipts for reimbursement must be submitted to the Budget Unit within 30 days of date listed on the Property Unit's Equipment Replacement Form.

SCHEDULE OF REIMBURSEMENT

<u>Item</u>	<u>Amount</u>
Belt (Leather)	\$44.33
Boots - Motor	\$233.11
Boots - Mounted	\$475.00
Briefcase	\$56.00
Cartridge Case (Double-Leather)	\$25.51
Cartridge Case (Single-Leather)	\$15.51
Cuff Links	\$25.00
Glasses: (Prescription-Single Lens)	\$99.00
(Non-prescription)	\$25.00
Handcuff Case (Leather)	\$18.72
Handcuffs	\$16.22
Keepers	\$11.01
Puttees - Motor (Leather)	\$229.62
Religious Medal	\$25.00
Shirts: Sworn Long Sleeve-Blue (Male)	\$39.86
Sworn Long Sleeve-White (Male)	\$57.44
Sworn Short Sleeve-Blue (Male & Female)	\$34.67
Sworn Sworn Short Sleeve-White (Male & Female)	\$50.77
Sworn Long Sleeve-Blue (Female)	\$39.19
Sworn Long Sleeve-White (Female)	\$56.80
Civilian Long Sleeve-Blue & White (Male & Female)	\$42.62
Civilian Short Sleeve-Blue & White (Male & Female)	\$38.79
Shoes - Regular	\$73.15

SCHEDULE OF REIMBURSEMENT

<u>Item</u>	<u>Amount</u>
Shoulder/Cross Strap (Leather)	\$34.63
Suit: (Male)	\$365.79
(Female)	\$246.49
Tie	\$25.00
Trousers	\$66.65
Watch	\$35.00 to \$85.00
Weapon (4" Glocks)	\$418.00
Wedding Band	\$400.00

Prices were obtained from City Bids and current retail values

Revised 01/31/12

**DISPOSITION OR TRANSFER OF EQUIPMENT:  
EXHIBIT "XI"**

When an item of equipment becomes obsolete, unserviceable, or surplus to the needs of a department, a Disposition of Inventory Form GS/PC 504 is prepared and forwarded to Purchasing Department. The Unit/Section must submit an interoffice memo to the Business Management Section Commander (through channels), which lists the quantity, description, serial number, and bar code number, and any other identifying information for each item.

The Disposition of Inventory Form will be completed by the Budget Unit for the signature of the Department Director or his/her designee.

- A. List the pertinent information on the Disposition of Inventory Form to include the location, condition, and reason.
- B. The Finance Department will also be notified of the Disposition of Inventory information for their records. The Finance Department is responsible for assigning and accounting of the City of Miami Fixed Assets Sort Report that lists the location, asset description, serial number, and cost of City inventory. The Finance Department generates a bar code for inventory with a value of \$750.00 or more.
- C. Upon receipt of the form, the Director of Purchasing will take one of the following steps:
  - a. Transfer to another department.
  - b. Use as trade in on new equipment.
  - c. List for public sale.
  - d. Sell as scrap or junk.
- D. No equipment or materials are to be disposed of or transferred to another department unless authorized by the Director of Purchasing.
- E. Upon disposal of the property the Disposition of Inventory Form will be forwarded to the Accounting Division for processing.

RECEIVED  
JUL 03 2017

Maja Adams Ford  
Date 7/3/17

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ASSISTANT CHIEF  
ADMINISTRATION DIV

City of Miami  
DISPOSITION OF INVENTORY

REFERENCE: City of Miami Code Chapter 18, Article III, Section 18-02

INSTRUCTIONS: 1. The following explanations should be entered in the appropriate section: Condition of Property: Excellent, Good, Fair, Poor. Reason for Disposition: e.g., Error, Duplicate, Surplus, Lost, Stolen.  
2. Prepare this form then call Purchasing at 305-410-1912

1. Department: MPD		2. Division: FOD		3. Contact Person: Tammie Johnson		4. Telephone No: Ext 6870		FOR PURCHASING DEPARTMENT USE ONLY	
								INSTRUCTIONS: Indicate action taken: e.g., Sold (\$ amount and date), Traded, Scrapped, Transferred to (Dept./Division).	
5. ASSET NUMBER	6. ARTICLE DESCRIPTION	7. SERIAL NUMBER	8. CONDITION OF PROPERTY	9. REASON FOR DISPOSITION	ACTION TAKEN				
	Brother Fax Machine	U61639M35 491532	Poor	Damaged NO longer working	Sent to Segrest on 7/11/17 mfoay				
10. Department Director/Designee <i>[Signature]</i>		Date 7/3/17		FOR RECEIVING DEPARTMENT USE ONLY					
		Received By		Date		Chief Procurement Officer/Designee			
		Department/Division				Date			



## City of Miami DISPOSITION OF INVENTORY

**REFERENCE:** City of Miami Code Chapter 18, Article III, Section 18-82

**INSTRUCTIONS:** 1. The following explanations should be entered in the appropriate section: **Condition of Property:** Excellent, Good, Fair, Poor. **Reason for Disposition:** e.g., Error, Duplicate, Surplus, Lost, Stolen.  
2. Prepare this form then call Purchasing at 305-416-1912

1. Department:		2. Division:		3. Contact Person:	4. Telephone No:	<b>FOR PURCHASING DEPARTMENT USE ONLY</b>	
<b>INSTRUCTIONS:</b> Indicate action taken: e.g., Sold (\$ amount and date), Traded, Scrapped, Transferred to (Dept./Division).							
5. ASSET NUMBER	6. ARTICLE DESCRIPTION	7. SERIAL NUMBER	8. CONDITION OF PROPERTY	9. REASON FOR DISPOSITION	ACTION TAKEN		
10. _____ Department Director/Designee                      Date			<b>FOR RECEIVING DEPARTMENT USE ONLY</b> _____ Received By    Date _____ Department/Division			_____ Chief Procurement Officer/Designee                      Date	

**C** GS/PC 504 Rev. 02/08      **Routing:** White - Forward all four copies to Purchasing; make photocopy for your file.  
**Distribution:** White - Finance (Accounting); Canary- Purchasing; Pink- Department File; Goldenrod- Purchasing (Storekeeper).