

**SAN DIEGO POLICE DEPARTMENT
ORDER**

DATE/TIME: OCTOBER 6, 2021 1530 HOURS
NUMBER: OR 21-29
SUBJECT: UPDATED PURCHASING PROCEDURES
COST CENTER: 1914001111
SCOPE: ALL MEMBERS OF THE DEPARTMENT
DEPARTMENT PROCEDURE AFFECTED: 1.21

Per Department Procedure 1.21, a Fiscal Analyst approval is required on all PD-478 requests.

Effective immediately, the Fiscal Analyst will confirm and provide funding information. For federal and state funded purchases, the Fiscal Analyst will verify that a vendor is registered in the System for Award Management (SAM) and is in good standing. The Fiscal Analyst will also provide a copy of verification that the vendor is not listed as an entity prohibited from receiving federal funds due to a suspension or debarment.

If there are any questions, please contact the Fiscal Operations Unit at (619) 531-2743.

Department Procedure 1.21 will be updated to reflect this change.

Please read at squad conferences and give a copy to all personnel.