



Sheridan Police Department
Policies and Procedures
27.2
Chapter 27 – Fiscal Management
Section 2 – Purchasing

Date: January 1, 2013
Revised: 06/17/2022

Signature:

27.2.1 Purchasing

- A. All departmental purchases by Sheridan Police Department employees shall be made in compliance with City of Sheridan procedures. .
- B. All department purchases shall be made by purchase order or credit card.
- C. Employees shall not knowingly and intentionally incur any departmental expense or liability without the approval of a supervisor, except when necessary under emergency conditions in which case an explanation must be forwarded, in writing, to the chief of police through the chain of command.
- D. Employees will not make personal purchases using department assets, or charge personal purchases to the Sheridan Police Department.
- E. All bidding procedures, criteria for the selection of vendors and bidders, and specifications for items requiring standardized purchase will be in accordance with the City of Sheridan procedures.
- F. Situations may occur which require an emergency purchase or rental agreement of certain items. An example of this could occur at a major incident or disaster.
 - 1. Emergency purchases or rental agreements will be curtailed as much as possible by anticipating needs in time for the use of regular purchasing procedures.
 - 2. Emergency purchases will only be made when the response of the department to an emergency incident would be hampered by submitting a requisition in the usual manner to such an extent it may affect the life, health or convenience of citizens.
 - 3. Any emergency appropriations or fund transfers are subject to approval by the chief of police and Mayor.
- G. When an employee makes a purchase in Wyoming the employee will ensure that the business knows it is for a Wyoming tax exempt organization so no tax will be added to the purchase.