

# NAES STANDARD OPERATING PROCEDURE

Public Safety Department (OSH Division)

<b>Document No:</b> SOP005-20	<b>Revision NO:</b>	<b>Prepared By:</b> Wes Godwin	<b>Approved By:</b> Stephen Rudowski
<b>File Name:</b> Purchase Requests		<b>Effective Date:</b> 6/2000	<b>No of Pages:</b> 1

## 1.0 PURPOSE

To provide standardized procedures to ensure that all purchases are pre-approved by department head and funding is available and equipment is authorized for purchase.

## 2.0 APPLICATION

This SOP applies to

- All public safety department, OSH Division employees

## 3.0 REFERENCES

OPNAVINST 5100.23E

## 4.0 PROCEDURES

1. Sequence for purchasing materials/equipment:

- Inform supervisor/OSH Manager of the need for a purchase.
- Determine if items should be open purchase or bought with credit card
  - If total (with shipping) exceeds \$2,500.00 or if shipping exceeds \$100.00 then item must be an open purchase.
- Find an approved source for the equipment (lowest price that does not compromise safety or quality)
- Check appropriate “raps” guidelines to ensure restricted items are not being purchased
- Submit written “desire list” (internal purchase request) to include
  - Approved vendor source
  - Nomenclature
  - Part numbers
  - Federal supply codes
  - Quantity
  - Price
  - Color
  - Size
  - Unit of issue
  - Model number
  - Delivery address (if different than point of purchase)
- Record purchase in computerized tracking system called “requisition automated processing system” (raps).
- Purchase request is then sent electronically to the “authorized” department-approving official for disposition.
- If request is approved and funded, it is then sent to the purchaser (credit card holder or small purchase division in supply department).
- When equipment is received it is again documented in (raps) as received.