



Charles County Department of Emergency Services STANDARD OPERATING PROCEDURES

Section 100 - Management & Administration

General Rules & Administration - 100.00		
S.O.P. # 100.28	Procurement Procedures	PAGE: 1 OF 2
EFFECTIVE: 06/01/2012	Authorized: John Filer, Chief	
REVISED: 06/21/2018	Authorized: William Stephens, Director	

100.28.01 Purpose

The purpose of this SOP is to establish policies and procedures for the procurement of goods and services specific to this Department.

100.28.02 Relevant References

1. Charles County Code, Chapter 203 - Procurement Regulations
2. Charles County Code, Chapter 204 - Minority Business Policies and Procedures
3. Charles County Code, Chapter 299 - Prevailing Wages
4. Charles County Resolution 2012-3 - Small Local Business Enterprise Program
5. Charles County Budget Polices and Delegated Authorities
6. Charles County, Department of Fiscal & Administrative Services - Purchasing Guidelines

100.28.03 General

This SOP is a Departmental adjunct to the aforementioned County Codes and established procurement policies through the Charles County Department of Fiscal & Administrative Services (DoFAS).

100.28.04 Policy

1. All purchases require pre-approval from the Division or Operations Chief and/or his/her designee.
2. Purchases in excess of \$5,000.00 require the approval of both the Operations and Division Chiefs.
3. All purchases will be in compliance with the aforementioned Charles County Codes and DoFAS policies.
4. All purchases will be tracked, routed and approved via the *DES - Procurement Processing Form*.
5. Unless otherwise authorized, approved procurement requests will be facilitated and processed through the Logistics Section.
6. Packing slips, receipts, invoices and other proofs of purchase must be remitted to the Logistics Section once approved items are received.



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100.28.05 Procedure

1. The requesting purchaser shall complete and submit a DES-Procurement Processing Form to the Logistics Section.
2. Submit all related quotes, contracts and supporting documents with the DES-Procurement Processing Form.
3. The procurement request will be processed in accordance with the cited codes and policies and then returned with instructions by the Logistics Section.
4. Logistics will instruct the requestor what actions have been or need to be taken once procurement is authorized.
5. Once goods and/or services are received; packing slips, receipts, invoices and other proofs or purchase must be remitted to the Logistics Section.

100.28.06 Exceptions

1. Standing authorized medical supplies,
2. Standing authorized vehicle repairs/maintenance;
3. Standing authorized equipment repairs/maintenance;
4. Standing authorized office supplies;
5. Issued Uniform Vouchers;*
 - i. Uniform Vouchers may only be issued by Logistics or from the rank of Captain and above.
 - ii. A copy of the issued Uniform Voucher must be remitted with the vendor invoice.
6. Emergency procurements.
 - i. Emergency procurements require verbal authorization by the Operations Chief or his/her designee.
 - ii. Emergency procurements requires the retro-active completion of the DES-Procurement Form.
 - iii. Emergency procurements are limited up to the cost of \$999.00.