



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

267 – BUDGET AND FINANCE

GENERAL ORDER: 2025-35
ISSUED: July 24, 2025

EFFECTIVE: July 24, 2025

REVIEWED/APPROVED BY:
Assistant Chief Craig Sarnow
DATE: June 23, 2025

ACTION: Amends General Order 2023-31 (May 29, 2023)

WILEAG STANDARD(S): 1.5.1, 1.5.2, 1.5.3, 1.5.4, 1.5.5

ROLL CALL VERSION

**Contains only changes to current policy.
For complete version of SOP, see SharePoint.**

267.15 PROCEDURES (WILEAG 1.5.1, 1.5.2, 1.5.3, 1.5.4, 1.5.5)

A. The following procedures shall be followed for the requisition and purchase of equipment, supplies, and services:

1. All purchases are to be made in accordance with [Chapter 16](#) of the Milwaukee City Charter, [Chapter 310](#) of the Milwaukee Code of Ordinances, and the Department of Administration (DOA) - [Purchasing Liaison Manual](#) (last updated on September 2, 2022).

6. A City of Milwaukee – Contractor Scorecard must be completed six months prior to the expiration of the contract term for all service and commodity contracts in excess of \$50,000. The form must be provided to DOA – Purchasing for their review. In addition, although not required by DOA - Purchasing, the Contractor Scorecard should be completed at the time a contract is requested to be extended when the contract is below \$50,000.

76. When the need for immediate (emergency) purchase is needed, department personnel shall follow all applicable policies contained in the DOA - Purchasing Liaison Manual.

B. ACCOUNTING SYSTEM AND STATUS REPORTS

1. The department utilizes a variety of programs and projects which are budgeted and expended through the city of Milwaukee's PeopleSoft Financial Management Information Systems (FMIS) financial management information system is used to record and process financial transactions for the Milwaukee Police Department. Appropriate accounts and program numbers are to be charged for salaries, and operating expenditures, equipment, special funds, and capital projects to ensure accurate reporting and tracking of budget.

Valid account and program numbers are available through the FMIS program city's financial management information system or upon request from Budget and Finance.

2. Appropriations and expenditures are posted entered into the city's financial management information system by the city of Milwaukee Comptroller's Office for all expenditures and encumbrances as they are incurred.

C. FINANCIAL RECORDS AND DOCUMENTATION OF CASH TRANSACTIONS

1. Reconciliation of permit sales and other miscellaneous revenues received by the district stations.
 - a. Budget and Finance shall receive and audit all cash deposit forms related to the sale of parking permits, witness fees, bails, and fingerprint services by the districts stations. Only sworn work location supervisors, the desk sergeant, or acting desk sergeant shall be allowed to disburse or accept cash at district stations. Forms that are to be submitted by the districts include:
 1. *Daily Departmental Report - Cash Receipts* (form PD-5)
 2. *Deposit Transmittal to the City Treasurer's Office* (form PD-23)
 3. *Cash Disbursement Report* (form PC-19)
 4. *Summary of Cash Disbursements to the Municipal Court* (form PC-19a)
 5. *Bails for Other Jurisdictions* (form PB-14)
 6. Yellow copies of receipts completed by members when receiving payments. (WILEAG 1.5.3.5)
4. Authorization of Petty Cash Disbursements
 - a. All petty cash disbursements shall go through Budget and Finance and will be processed and reviewed as requested by an Accountant I (the Budget and Finance Division Petty Cash Custodian). Petty cash requests can be processed up to \$100.00.
 - b. Upon receipt of a petty cash request, staff of the Accountant I Budget and Finance Division shall:
 1. Receive the receipt from an individual.
 2. Petty cash custodian reviews the receipt for:
 - a. Date of the transaction.
 - b. Specific description of item(s) purchased.
 - c. Dollar amount to be reimbursed (not to include sales tax).
 - d. Any written information is legible and only blue or black ink is used.

3. ~~Tape the receipt to an 8-1/2" x 11" piece of paper.~~

34. Complete a *Petty Cash Sub-Voucher* form. The form should include:

- c. If the items purchased were for a meeting or community event, the following items must be documented:
 - i. Date of meeting or event.
 - ii. Place of meeting or event.
 - iii. Purpose of meeting or event.
 - iv. List of individuals in attendance where possible.

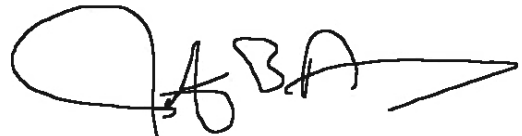
E. The systems and procedures for control of agency property, equipment, and other assets are as follows:

- 4. Each work location shall annually conduct a complete and accurate physical inventory of items requiring a high degree of control assigned to the respective work location. This inventory shall include, but is not limited to, an inventory of all handguns, shotguns, rifles, and electronic control devices assigned to the respective work location. Members shall refer to the ~~Internal Affairs Division~~ Compliance Management Section Inspection Areas, Standards, and Tools SharePoint page for a complete list of inventories that shall be conducted on an annual basis. Commanding officers of each work location shall document the results of the inventory and submit the report to their respective bureau commander for review.

G. ANNUAL BUDGET PROCESS AND FINANCIAL PLAN

- 1. City departments are required to submit an annual budget request to the Mayor by the second Tuesday of May (legal deadline established in Wisconsin State Statutes). The Mayor will review submitted requests and submit a Proposed Executive Budget to the Milwaukee Common Council by September 28 (legal deadline established in Wisconsin State Statutes). After review and action on possible amendments, the Common Council must adopt the annual budget by November 14 of each year (legal deadline established in Wisconsin State Statutes).
- 2. The Milwaukee Police Department's adopted annual budget reflects its operational and financial plan for the year. Requests for changes in funding levels, including new program initiatives, position changes, supplies, information technology requests, equipment and capital requests will be reviewed and approved by the Chief of Police for inclusion in the department's annual budget request.
- 3. The Budget and Finance Division is responsible for working with department commanders to evaluate, recommend changes, and assemble budget documents for review by the Chief of Police.

4. The Budget and Finance Division is required to provide reports on prior year spending and other historical data as requested to department sworn and civilian managers by March 1 of each year.
5. Commanders and civilian managers, through their chain of command, are required to submit budget requests for the ensuing budget year to the Budget and Finance Division by April 1 of each year. These requests will include any changes in staffing, supplies, equipment or capital needs. Managers are responsible for reviewing their equipment inventory to determine replacement needs and replacement cycles and submitting requests for funding as necessary.
6. The Budget and Finance Division will provide the divisions of Human Resources and Information Technology with information of any requests for new staffing or information technology project or software as appropriate.
7. Any requests for new staff, supplies, equipment must be considered as part of this process. Should an exigent circumstance arise outside of the annual budget process, commanders and civilian managers, through their chain of command, are required to submit the request to the Budget and Finance Division for review. This submission will be made after review and approval by the manager's commanding officer or manager.
8. The Budget and Finance Division will submit a recommendation to the Chief of Police who has sole authority to approve or reject the request for new spending outside the annual budget process.

A handwritten signature in black ink, appearing to read 'J.B. Norman', with a stylized flourish extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk