



MILWAUKEE POLICE DEPARTMENT

STANDARD OPERATING PROCEDURE

267 – BUDGET AND FINANCE

GENERAL ORDER: 2022-XX
ISSUED: March 15, 2022

EFFECTIVE: March 15, 2022

REVIEWED/APPROVED BY:
Assistant Chief Nicole Waldner
DATE: February 21, 2022

ACTION: Amends General Order 2015-16 (May 11, 2015)

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:

5. All professional services contracts, regardless of dollar amount, must be processed through DOA - Purchasing. For any purchase of service contracts, the project manager will communicate their needs to Budget and Finance. Budget and Finance will create all necessary forms and submit them to DOA - Purchasing for processing. The required forms include the same as referenced above in subsection 4.

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

C. FINANCIAL RECORDS AND DOCUMENTATION OF CASH TRANSACTIONS

1. Reconciliation of permit sales and other miscellaneous revenues received by the district stations.

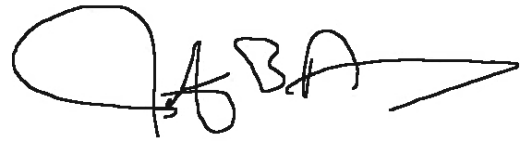
a. Budget and Finance shall receive and audit all cash deposit forms related to the sale of parking permits, witness fees, bails, and fingerprint services by the districts stations. Only sworn work location supervisors, the desk sergeant, or acting desk sergeant shall be allowed to disburse or accept cash at district stations. Forms that are to be submitted by the districts include:

3. ~~Cash Disbursement Report (form PC-19)~~ Validated teletype(s) for transactions collected for outside jurisdictions.

4. ~~Summary of Cash Disbursements to the Municipal Court (form PC-19a)~~ Copies of validated computer printouts of municipal writs.

4. Authorization of Petty Cash Disbursements

- a. All petty cash disbursements shall go through Budget and Finance and will be processed by an ~~Accounting Assistant II~~ Accountant I (Petty Cash Custodian). Petty cash requests can be processed up to \$100.00.
- b. Upon receipt of a petty cash request, the ~~Accounting Assistant II~~ Accountant I shall:
 1. Receive the receipt from an individual.

A handwritten signature in black ink, appearing to read 'J.B.N.' with a long horizontal stroke extending to the right.

JEFFREY B. NORMAN
CHIEF OF POLICE

JBN:mfk