




POLICY AND PROCEDURE

Subject: Accounts Payable – Local Police Services	Index: Finance Number: 201-8 (a)
Effective Date: July 1, 2008	Prepared By: Finance & Administrative Services
Supersedes: N/A	Approved By: 

1.0 PURPOSE: Accounts Payable policies and procedures are established to provide a common understanding of the methods for payment of invoices for supplies and services related to the local police services accounts and to ensure that the generally accepted accounting principles are followed.

2.0 ORGANIZATIONS AFFECTED: Police Services

3.0 REFERENCES:

- San Clemente Municipal Code, Chapter Five
- Accounts Payable #201-8
- Purchasing Policies & Procedures for Supplies, Materials and Equipment #201-2-1
- Purchasing Policies & Procedures for Public Works Projects #201-2-2
- Purchasing Policies & Procedures for Emergency Purchases #201-2-5
- Reimbursement of Employee Expenses #201-4
- Finance Policies & Procedures for Petty Cash #201-3

4.0 POLICY:

4.1 Authorization of Payment:

4.1.1 The Chief (Police Services) is responsible to review requests for payments for eligibility and approve those requests. In the Lieutenant's absence, the Administrative Sergeant has the authority to review and approve the request for payments.

4.2 Eligible costs:

4.2.1 Any costs incurred should be reimbursed through the County of Orange under the County's contract with the City of San Clemente. This includes

travel and training, police uniforms/badges, TVA items, radar equipment and maintenance, business cards, etc.

4.2.2 Eligible local costs may be incurred for strictly local initiated and approved programs. These programs include RSVP, Crime Prevention, Character Counts, the Parent Project or other City specific programs.

4.2.3 City costs for local police programs are limited to the budget amount by line item. Identification of eligible costs is done through the budget process. Eligible costs and line items are outlined below:

Office Supplies (42010) – Costs related to binding projects, printing jobs, lamination, photo duplication, digital cameras, printers, recorders, and police form printing (South Coast)

Clothing and Uniforms (42410) – RSVP Uniforms and RSVP replacement uniforms

Service Awards (42430) – Medal of Valor, Deputy of the Year, Spirit of Volunteerism and in house awards

Other Operating Supplies (42490) – Supplies, paint, car wash supplies, cleaning supplies, Cox digital, shredding service, water service, tollroad charges for vehicles not covered through the County and other miscellaneous minor supplies

Telephone (43310) – Telephone for the two RSVP positions

Maintenance of Operating Equipment (43450) – Quad and Bicycle maintenance and repair and maintenance of City-owned trailers

Special Meeting and Events (44724) – City special events, staff meetings, station items – postage, building maint, photo, propane, ice, misc., Relay for Life sponsorship, Christmas Card, Funeral flowers and flowers for Memorial day.

RSVP (44724) – Monthly luncheons and holiday party

Crime Prevention (44725) – Material for babysitting classes, Block Captain's meetings, Red Ribbon Week, National Night Out, Bicycle Safety & Rodeo, Neighborhood watch and banner fees

Character Counts (44726) – Annual Jamboree, membership, banner fees, flyers and T-shirts

Parent Project (44727) – Honorarium, flowers, certificates, booklets, program needs, food/snacks.

4.2.4 Petty cash reimbursements are limited to the above stated purposes up to the maximum budget allowed for the respective account.

5.0 DEFINITIONS:

5.1 **RSVP** – Retired Senior Volunteers Program

6.0 PROCEDURE:

Not applicable.