

**ILLINOIS STATE POLICE DIRECTIVE
ADM-118, PURCHASING AND ORDERING GOODS AND SERVICES**

RESCINDS: ADM-118, 2012-039, revised 05-28-2012.	REVISED: 05-05-2015 2015-023
RELATED DOCUMENTS: EQP-007	RELATED CALEA STANDARDS: 17.3.1

I. POLICY

The Illinois State Police (ISP) will maintain a sound and controlled system of purchasing conforming to state regulatory and statutory requirements in order to assist cost center managers to:

- I.A. Comply with state purchasing regulations.
- I.B. Complete the appropriate form to obtain the goods or services required.
- I.C. Maintain accurate fiscal records.
- I.D. Adequately inspect purchases for receipt of correct quality and quantity of merchandise, absence of damage.

II. PROCEDURES

II.A. Purchasing

II.A.1. Fiscal Management, Division of Administration, will maintain a procedural manual for procuring goods and services for the ISP in accordance with the Illinois Procurement Code and requirements of the Illinois Office of the Comptroller. This manual will address the following:

- II.A.1.a. Procurement process by type (example: Contractual Services, Equipment, Commodities, IT, etc.) and spending thresholds
- II.A.1.b. Bidding procedures
- II.A.1.c. Criteria for selection of vendors and bidders

II.A.2. This manual is available in the Fiscal Management section of the ISP Intranet (<http://home.statepolice.il/ofb/index2.htm>).

II.A.3. See the Fiscal website of the ISP Intranet (<http://home.statepolice.il/ofb/index2.htm>) for bulletins regarding emergency purchasing procedures.

NOTE: Nothing in this directive or in the Fiscal Management Purchasing Manual will take precedence over state statutes or regulations.

II.B. Ordering Supplies from the Quartermaster

II.B.1. Medical supplies, drug test kits, flags, and commonly used forms are available from the Quartermaster.

II.B.2. To obtain uniform and equipment items refer to ISP directive EQP-007, "Uniforms."

| Indicates new or revised items.

-End of Directive-