CHAPTER 6

SUPPLY SERVICES ACQUISITIONS

REVISED OCTOBER 2026

TABLE OF CONTENTS

PURPOSE 6-3
RESPONSIBILITY 6-3
GENERAL DESCRIPTION 6-3
  Supply Services Catalog 6-3
  CHP 41, Supply Requisition 6-3
REQUISITION PREPARATION 6-3
ADDITIONAL REQUIREMENTS AND/OR LIMITATIONS 6-4
  Police Protective and Safety Equipment 6-4
  Limitations of Issue 6-4
  Other Special Items 6-5
SUPPLY PROCESS CODE LEGEND 6-5
SUPPLY REQUISITION SCHEDULES 6-5
  Routine Requisitions 6-5
  Emergency Requisitions 6-5
DELIVERIES AND RECEIPTS 6-6
  Supplies from Stock 6-6
  Receipt of Damaged Supplies 6-6
SPECIAL SITUATIONS 6-7
  Distribution of CHP Forms to Other Governmental Agencies 6-7
  Distribution of Fusees (Flares) to Public 6-7
PROPOSAL TO ADD ITEMS TO THE SUPPLY SERVICES UNIT CATALOG 6-7
DISCONTINUING AN ITEM OR MODIFYING ITEM SPECIFICATIONS 6-8
ANNUAL CERTIFICATION OF ITEMS 6-8

ANNEXES

A – CHP 41, SUPPLY REQUISITION 6-9
B – INSTRUCTIONS FOR COMPLETING THE CHP 41, SUPPLY REQUISITION 6-11
C – SUPPLY PROCESS CODE LEGEND 6-13
D – ALLIED AGENCY FORMS REQUEST 6-15

THIS PAGE INTENTIONALLY LEFT BLANK

CHAPTER 6

SUPPLY SERVICES ACQUISITIONS

1. PURPOSE. The purpose of this chapter is to provide commands with direction and clarification on the process for requisitioning stocked items from the Supply Services Unit (SSU) warehouse. This chapter also provides Offices of Primary Interest (OPI) instruction on the addition, discontinuation, and specification change of stocked items.

2. RESPONSIBILITY. It is the responsibility of the commander or designee to ensure the various supply needs for the operation of the command are met.

3. GENERAL DESCRIPTION.

a. Supply Services Catalog. The Supply Services Catalog lists commodities stocked at the SSU warehouse for departmental use. The Supply Services Catalog can be found at SharePoint ➢ Resources ➢ Headquarters ➢ Supply Services Catalog.

b. CHP 41, Supply Requisition. Commands shall utilize the CHP 41, Supply Requisition, when ordering items listed in the Supply Services Catalog. The CHP 41 is available through the electronic forms library on the CHP Intranet site under Forms.

4. REQUISITION PREPARATION. Commands shall adhere to the instructions listed below when completing and submitting a CHP 41. Additional instructions are referenced in the Supply Services Catalog. (Refer to Annex A for a sample of the CHP 41 and Annex B for instructions on completing this form.)

a. Completed CHP 41s shall be e-mailed to SSURequisitions@chp.ca.gov. Commands shall retain a copy for their files for one year.

b. Requisitions shall be legible, whether computer generated, typed, or handwritten.

c. All requisitions shall be numbered consecutively with a new series at the beginning of each fiscal year (July 1). For example, the Requisition Number for the first requisition placed by Business Services Section (076) in fiscal year 25/26 would be 076-25-01. In instances of multiple-page requisitions, the page number shall be placed at the upper right-hand corner of each page.

d. All items must be identified by the item code listed in the Supply Services Catalog.

e. Only one item code may be reflected per line.

f. Item codes shall be listed in numerical sequence. To automatically list in numerical sequence, select the "ITEM CODE (Click to sort)" button located below the "Shipping Address" field.

g. Supply items that require OPI approval shall be submitted on a separate CHP 41 and sent directly to the appropriate OPI. Upon approval, the command will e-mail the requisition to SSURequisitions@chp.ca.gov.

h. The commander or their designee shall sign all requisitions; unsigned requisitions will be returned to the originating command.

5. ADDITIONAL REQUIREMENTS AND/OR LIMITATIONS.

a. Police Protective and Safety Equipment. Commands shall refer to Chapter 10, Police Protective and Safety Equipment–Uniformed Employees, of this manual for a listing of police protective and safety equipment. Special instructions, limitations (e.g., cold weather equipment requisition authority), size descriptions, and ordering time frames are also contained in Chapter 10.

NOTE: Instructions for ordering sizes not listed in the Supply Services Catalog are contained in Chapter 7, Purchases, of this manual.

b. Limitations of Issue.

(1) A list of restricted items is included in the Supply Services Catalog. This list outlines items with restrictions such as maximum order quantities, OPI approval, and delivery location.

(2) For deviations from the list of restricted items, it is the responsibility of the requester to obtain approval from the OPI in advance and indicate the approval on the requisition. Attach a separate sheet of paper if necessary.

(3) Short-term limitations may be imposed by an OPI or SSU, without prior notice, if there are supply shortages. To ensure departmental supply needs are met, it is important to avoid overordering or stockpiling supplies.

(4) Commands shall procure stocked items from SSU before utilizing Procurement Card purchases, in accordance with Chapter 3, Procurement Card Program, of this manual.

c. Other Special Items. The following items must be ordered on a separate CHP 41 due to processing requirements. Exceptions to these procedures require advance coordination with SSU.

(1) Ammunition. When processing requisitions for ammunition, a separate CHP 41 is required for receipt confirmation. When the requisition is completed, it shall be numbered and sent to SSU with the quarterly supply requisition. The appropriate supply item code for each type of ammunition is listed in the Supply Services Catalog under "09 Enforcement and Civilian Protective Supplies."

(2) CHP 291, Redi-Ref. Commands are not required to submit a CHP 41 for the initial supply of the Redi-Refs each year. The SSU will distribute the initial supply annually based on an established distribution list.

6. SUPPLY PROCESS CODE LEGEND. Items that could not be processed or quantities changed by SSU will be listed under the Process Code column of the CHP 41. (Refer to Annex C for the Process Code Legend.)

7. SUPPLY REQUISITION SCHEDULES.

a. Routine Requisitions. For routine requests, all commands shall adhere to the schedule as listed in the Supply Services Catalog.

(1) Field Commands. Field commands shall submit quarterly Supply Services Catalog requisitions, ordering only supplies necessary to their individual Area's operational needs for the upcoming quarter, in accordance with the Field Quarterly Supply Requisition Receipt/Delivery Schedule outlined in the Supply Services Catalog.

(2) Headquarters Commands. All headquarters commands shall submit requisitions in accordance with the Headquarters Weekly Requisition Schedule outlined in the Supply Services Catalog.

b. Emergency Requisitions. Emergency supplies are defined as items necessary for the continuance of critical daily operations or when an emergency condition exists involving public health, welfare, or safety. Emergency requisitions shall include the appropriate Assistant Commissioner's approval.

(1) Supplies required due to an emergency shall be coordinated with SSU prior to submitting the requisition for processing.

(2) To obtain emergency supplies, the requester shall:

(a) Contact SSU by telephone to verify stock availability.

(b) Submit a completed CHP 41 with any applicable justification to the appropriate Division. The Division will forward the request to the appropriate Assistant Commissioner for final approval. Once approved, the appropriate Assistant Commissioner will forward the approved requisition to SSU for processing.

8. DELIVERIES AND RECEIPTS.

a. Supplies from Stock. When supplies are received by the requesting command, the quantities shall be carefully checked by the requester against the enclosed documents (e.g., duplicate CHP 41 and packing slip) to ensure the appropriate quantity has been received. CHP 41s for ammunition are stamped with "RECEIVED ENTIRE ORDER…RETURN TO SUPPLY SERVICES WITHIN 10 DAYS" before shipping. **The CHP 41 shall be returned to SSU by the receiving command within 10 days of receipt.** Items that were not processed or quantities that changed will be noted on the packing slip or on the CHP 41 under the Process Code column.

(1) The SSU will notify field commands in advance of quarterly supply deliveries via common carrier or SSU truck to give the approximate date of delivery. The Field Quarterly Supply Requisition Receipt/Delivery schedule, found in the Supply Services Catalog, identifies the week in which supplies will be delivered.

(2) The requester shall notify SSU when supplies are received in a lesser or greater quantity than requested when no explanation of the shortage/overage is noted.

b. Receipt of Damaged Supplies.

(1) Items Delivered by SSU Truck. Visibly damaged item(s) delivered by an SSU truck shall be acknowledged by SSU driver on both copies of the bill of lading. The requester shall then notify SSU, who will arrange for repair or replacement of the damaged item(s).

(2) Items Delivered by Common Carrier. Upon receipt and visual inspection, visibly damaged item(s) delivered by a common carrier shall be acknowledged on the bill of lading/freight bill by the carrier's driver **before** being accepted. The requester shall notify SSU of any items requiring repair or replacement.

9. SPECIAL SITUATIONS.

a. Distribution of CHP Forms to Other Governmental Agencies. Certain CHP forms are available to other agencies. The procedure for their issuance is as follows:

(1) Routine Requests. Requests for CHP forms from other governmental agencies are to be submitted on a 076-051, Allied Agency Forms Request, via e-mail to SSURequisitions@chp.ca.gov, faxed to (916) 375-5836, or mailed to:

California Highway Patrol
Supply Services Unit
3350 Reed Avenue
West Sacramento, CA 95605-1677

The 076-51 is located on the CHP public-facing site under Program & Services ➢ Allied Agencies Form Request (076-051). (Refer to Annex D for a sample 076-051.)

If a request is received at a field office, the commander shall forward the request to SSU via e-mail at SSURequisitions@chp.ca.gov. Agencies should allow at least 45 days for delivery.

(2) Emergency Requests. Field offices shall not distribute CHP forms to local governmental agencies except in an emergency, and only in very limited quantities. This procedure is necessary for field commands to maintain an adequate quantity of forms in stock and to facilitate the maintenance of proper records for departmental use.

b. Distribution of Fusees (Flares) to Public. Section 2419 of the California Vehicle Code grants any member of the Department the authority to issue flares to a person who has appropriately used their own flares as a traffic warning of an accident or other hazardous highway condition. Departmental uniformed personnel will make the determination of whether or not the flares were used appropriately.

10. PROPOSAL TO ADD ITEMS TO THE SUPPLY SERVICES UNIT CATALOG. Items that are not currently stocked may be added to the SSU inventory.

a. The command shall send a request (via memorandum) to the Business Services Section (BSS) commander, including the item(s) needed, a justification, an estimated annual usage, a proposed item code (if applicable), and any ordering

restrictions (e.g., quantity, requires OPI approval). The requesting command shall include item specifications and preferably two brands and/or model numbers.

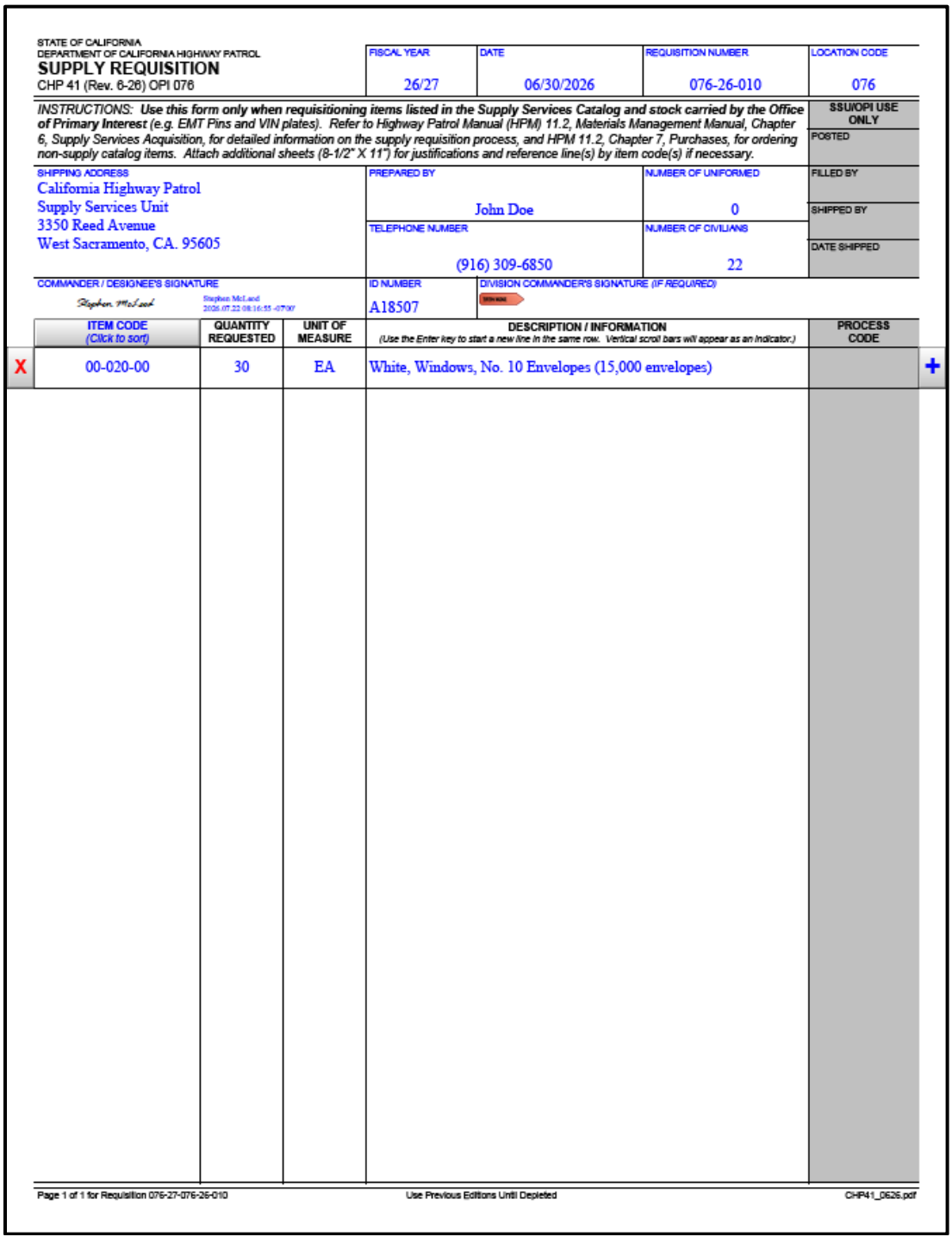
b. The BSS will evaluate the request based on factors such as physical size, warehouse space, anticipated usage, and the ability to purchase the item(s) through certified Small Business or Disabled Veteran Business Enterprise vendors. Should the request originate from an Area/command other than the OPI, BSS shall forward the memorandum to the appropriate OPI for concurrence/non-concurrence determination. Upon BSS commander approval, the requesting Area/command will be responsible for requisitioning the initial stock to be stored at SSU. The BSS will be responsible for restocking the item(s) in the fiscal year(s) following the initial purchase.

11. DISCONTINUING AN ITEM OR MODIFYING ITEM SPECIFICATIONS. Items stored at the SSU Warehouse may be modified or discontinued at the discretion of the OPI. When a modification to specifications is made, the OPI is responsible for notifying the SSU Commodity Analyst and advising SSU if current stock shall be depleted, recycled, or destroyed. If BSS determines the cost of modifying the item is significant, the OPI may be responsible for the initial cost in upgrading the specification. Additionally, if the OPI has determined the item is no longer needed, they will notify SSU and advise whether the remaining stock shall be depleted, recycled, or destroyed.

12. ANNUAL CERTIFICATION OF ITEMS. Once a year, the BSS Commodity Analyst will distribute the Annual Certification of Items to each OPI listed in the Supply Services Catalog. This certification includes all OPI items, their annual usage, and item specifications. At this time, the OPI shall certify an item's requirement to remain stocked, if the item should be discontinued, or if there are any changes to the item's required specifications. Items with continuous low usage may be subject to discontinuation without justifiable cause.

ANNEX A

CHP 41, SUPPLY REQUISITION



STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SUPPLY REQUISITION
CHP 41 (Rev. 6-26) OPI 076

FISCAL YEAR	DATE	REQUISITION NUMBER	LOCATION CODE
26/27	06/30/2026	076-26-010	076

INSTRUCTIONS: ***Use this form only when requisitioning items listed in the Supply Services Catalog and stock carried by the Office of Primary Interest*** *(e.g. EMT Pins and VIN plates). Refer to Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 6, Supply Services Acquisition, for detailed information on the supply requisition process, and HPM 11.2, Chapter 7, Purchases, for ordering non-supply catalog items. Attach additional sheets (8-1/2" X 11") for justifications and reference line(s) by item code(s) if necessary.*

SSU/OPI USE ONLY
POSTED
FILLED BY
SHIPPED BY
DATE SHIPPED

SHIPPING ADDRESS
California Highway Patrol
Supply Services Unit
3350 Reed Avenue
West Sacramento, CA. 95605

PREPARED BY: John Doe
NUMBER OF UNIFORMED: 0
TELEPHONE NUMBER: (916) 309-6850
NUMBER OF CIVILIANS: 22

COMMANDER / DESIGNEE'S SIGNATURE: Stephen McLeod 2026.07.22 08:16:55 -07'00'
ID NUMBER: A18507
DIVISION COMMANDER'S SIGNATURE (IF REQUIRED)

ITEM CODE (Click to sort)	QUANTITY REQUESTED	UNIT OF MEASURE	DESCRIPTION / INFORMATION (Use the Enter key to start a new line in the same row. Vertical scroll bars will appear as an indicator.)	PROCESS CODE
00-020-00	30	EA	White, Windows, No. 10 Envelopes (15,000 envelopes)	

Page 1 of 1 for Requisition 076-27-076-26-010 | Use Previous Editions Until Depleted | CHP41_0626.pdf

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX B

INSTRUCTIONS FOR COMPLETING THE CHP 41, SUPPLY REQUISITION

FIELD	DESCRIPTION
Fiscal Year	Select appropriate fiscal year.
Date	Enter date.
Requisition Number	Requisition Log Number.
Location Code	Enter three-digit location code.
Shipping Address	Enter shipping address.
Prepared By	Type name of employee preparing the CHP 41, Supply Requisition.
Number of Uniformed	Enter the number of uniformed employees assigned to the command.
Telephone Number	Enter 10-digit telephone number.
Number of Civilians	Enter the number of civilian employees assigned to the command.
Item Code	Enter the item code listed in supply services catalog.
Quantity Requested	Enter the quantity for item needed.
Unit of Measure	Enter the unit of measure listed in supply services catalog.
Description/Information	Brief description of stock being requested on all items without an item code and/or items stocked by the Office of Primary Interest.

THIS PAGE INTENTIONALLY LEFT BLANK

ANNEX C

SUPPLY PROCESS CODE LEGEND

ONE OR MORE OF THE ALPHA CODES LISTED BELOW MAY APPEAR IN THE "PROCESS CODE" COLUMN OF THE FILLED REQUISITION (PACKING SLIP) WITH SUPPLIES. PLEASE REFER TO THIS LEGEND TO IDENTIFY THE PROCESS CODE INSERTED BY SUPPLY SERVICES UNIT (SSU) STAFF.

PROCESS CODE	DESCRIPTION
A	ALREADY ON BACK ORDER.
B	BACK ORDERED. WILL BE SHIPPED WHEN AVAILABLE. **DO NOT REORDER**. ALL DUPLICATE REQUESTS WILL BE **CANCELLED** UNLESS JUSTIFIED.
C	CANNOT BE IDENTIFIED. CHECK CATALOG FOR PROPER CODE AND DESCRIPTION.
D	REORDER ON SEPARATE REQUISITION.
E	DIVISION APPROVAL REQUIRED.
F	QUANTITY REDUCED. REQUESTER CONTACTED BY SSU STAFF FOR APPROVAL.
H	QUANTITY CHANGED TO CONFORM WITH STANDARD PACKAGING.
I	ISSUED REMAINDER OF STOCK.
J	JUSTIFICATION REQUIRED.
K	DISCONTINUED ITEM. NO FURTHER SUPPLY.
L	LIMITED STOCK. ORDER REDUCED BY OFFICE OF PRIMARY INTEREST.
M	MAXIMUM ISSUE.
N	CURRENTLY NOT AVAILABLE.
O	OFFICE OF PRIMARY INTEREST APPROVAL REQUIRED.
P	NOT A SUPPLY SERVICES CATALOG ITEM.
S	OFFICER'S NAME, ID NUMBER, AND JUSTIFICATION REQUIRED.

U	UNDER REVISION.
W	WILL BE ISSUED ON DISTRIBUTION.

ANNEX D

ALLIED AGENCY FORMS REQUEST

STATE OF CALIFORNIA - DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
BUSNESS SERVICES SECTION - SUPPLY SERVICES UNIT

ALLIED AGENCY FORMS REQUEST
076-051 (Rev. 2-26)

DATE: 03/10/2026

QUANTITY	UNIT OF ISSUE	ITEM CODE	DESCRIPTION
2	BOX	00-180-00	Vehicle Report (20 pads per box / 25 sheets per pad)
1	PAD	00-180-06	Vehicle Forfeiture Report (50 sheets per pad)
ONLINE	PAD	00-187-01 (CHP 187A)	CHP 187, Pursuit Report, has been discontinued and replaced with CHP 187A, Allied Agency Pursuit Report, available at www.chp.ca.gov → "Forms" → "Crime/Incident Reporting"
5	BOX	00-202-00	DUI Arrest Investigation Report (Pages 1, 2, & 3) (25 pads per box / 50 sheets per pad)
2	PAD	00-202-05	Drug Recognition Evaluation Report/202 DRE (50 sheets per pad)
3	PAD	00-202-19	DUI Field Evaluation Notes (25 each per pad)
1	BOX	00-216-00	Arrest Investigation Report (50 pads per box / 50 sheets per pad)
3	EACH	00-386-00	Pupilometer Basic
5	EACH	00-386-01	Pupilometer Advanced (Have they taken an ARIDE class? Y/N) DRE#: _____
5	EACH	00-386-02	Pupilometer Expert (Requires IACP) DRE#: _____
3	BOX	00-555-00	Traffic Crash Report (Pages 1 & 2) (50 pads per box / 50 sheets per pad)
3	BOX	00-555-01	Traffic Crash Report (Pages 3 & 4) (50 pads per box / 50 sheets per pad)
6	BOX	00-555-03	Property Damage Only Report (50 pads per box / 25 sheets per pad)
10	PAD	00-555-04	Truck/Bus Crash Supplemental Report (50 sheets per pad)
4	BOX	00-556-00	Traffic Crash Report (Supplemental) (40-60 pads per box / 50 sheets per pad)
10	PAD	01-800-00	Stipulated Vehicle Release Agreement (Form DOJ / SVRA) (50 sheets per pad)

NOTE: MAXIMUM ORDER QUANTITY IS 10 FOR THE FOLLOWING FORMS:
00-180-00, 00-202-05, 00-202-19, 00-555-04, and 01-800-00

Please include a phone number and street address (no P.O. Boxes) at which your agency can be contacted. Consolidate form orders and submit on a semi-annual basis. Allow for a 45-day turn around.

Forms may be submitted via the following methods:

E-MAIL: SSURequisitions@chp.ca.gov
FAX: (916) 375-5836
MAIL:
California Highway Patrol
Supply Services Unit
3350 Reed Avenue
West Sacramento, CA 95605-1677

AGENCY: Woodsboro Police Department
ATTENTION: Officer John Doe
PHONE (INCLUDING AREA CODE): (707) 555-1234
ADDRESS: 1229 Woodsboro Blvd
CITY: Woodsboro | STATE: CA | ZIP CODE: 99999

076-051_0226.pdf

THIS PAGE INTENTIONALLY LEFT BLANK