

CHAPTER 8
RECRUITMENT PURCHASING
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CHAPTER 8

RECRUITMENT PURCHASING

1. PURCHASING COMMODITIES.

a. Cadet Hiring and Recruitment Section (CHRS), Recruitment Unit, will obtain large bulk purchases of recruitment materials and equipment during the fiscal year.

b. Division recruitment coordinators or recruiters shall not place orders for recruitment-related equipment.

NOTE: The Purchasing Services Unit (PSU) disseminates an All Commanders Communications Network message annually, advising all commanders of fiscal year-end purchasing deadlines. Any questions regarding these dates should be directed to PSU at (916) 843-3620.

c. Employees shall not make purchases unless they have specific authorization as outlined in Highway Patrol Manual (HPM) 11.2, Materials Management Manual, Chapter 3, Procurement Card Program, and Chapter 7, Purchases. Refer to HPM 11.2 to become familiar with the policies and procedures for purchasing commodities.

d. Partial Shipments on Purchase Documents. Refer to HPM 11.1, Administrative Procedures Manual, Chapter 24, Payment of Invoices, for payment of partial shipments. The Accounts Payable Unit receives an invoice as goods are shipped. Do not hold onto invoices for partial payments. Forward the signed photocopy along with any related documents to Fiscal Management Section, Accounts Payable Unit, **within three business days.**

e. Financial Information System for California. After approval, requisitions are created in the Financial Information System for California (FI\$Cal) and quotes are uploaded.

f. Basic Procedures. The basic procedure for purchasing recruitment items is as follows:

(1) Complete a requisition log in FI\$Cal.

(2) Any purchase for \$100 or more, but less than \$5,000, must have a minimum of two price quotes from certified suppliers. Refer to HPM 11.2, Chapter 7.

(3) Quotes from the vendor are uploaded into FI\$Cal. Only one quote is

required if Business Services Section, PSU, has purchased the same commodity within 18 months and the price is within 15 percent of the original order. Reference and attach the purchase document of the prior order to the requisition log.

(4) For purchases over \$4,999, PSU will send out the request for quotes to a minimum of two vendors. When submitting requests, the requestor shall provide vendor names for PSU to contact.

(5) Staff from PSU will review the requisition log and award the bid to the appropriate vendor. Recruiters **shall not commit** funds to any vendor, as that vendor may not be awarded the bid.

2. ADVERTISEMENT PURCHASES. Advertising purchases do not require a purchase document. They do require approval from the CHRS commander. Division recruitment coordinators may contact the CHRS, Recruitment Unit, to arrange for local advertisement opportunities. Division recruitment coordinators must provide a memorandum of approval signed by their chief to the CHRS, Recruitment Unit. All advertisements must be approved prior to the print or broadcast date by the CHRS, Recruitment Unit. Advertisement purchases must be paid by invoicing from the vendor and shall not be paid in advance of the print or broadcast date. After the print or broadcast date, a memorandum requesting payment must be signed by the Division chief and forwarded to the CHRS, Recruitment Unit.

3. PAYMENT PROCEDURES.

a. Invoice Processing. Cadet Hiring and Recruitment Section, Recruitment Unit, should keep a copy of the advertisement, script, video, or DVD on file for auditing purposes.

b. Advertising Invoices. The original itemized invoice, a memorandum requesting payment, and a STD. 204, Payee Data Record, shall be forwarded to CHRS, Recruitment Unit, for processing.

c. Advance Payments for Events. Normally, the Department does not make payments in advance. On occasion, certain events such as job fairs, booth rentals, or ticket purchase may require payment is made prior to the event.

d. Career or Job Fair Payments. Include organizer's marketing materials indicating the cost to participate, an invoice, a STD. 204, and a memorandum requesting payment to CHRS, Recruitment Unit.

e. Contract Services for Recruitment Purposes. Occasionally, a contract may be

needed to rent rooms for training seminars or contracting for a professional speaker. Recruiters must enter into a contract or letter of agreement with other agencies or vendors for their services. Refer to HPM 11.1, Chapter 22, Service Agreements/Letters of Agreements, and Chapter 23, Delegation of X Number Contract Authority, for specific guidelines. The basic procedures for entering into a contract are as follows:

(1) Check with CHRS to determine if contract funds are available when using CHRS funds. The initial approval process can be done via e-mail.

(2) If approved to use CHRS advertising dollars, complete the CHP 78, Agreement Request, to initiate the advertising, competitive bidding, or contract process. Attach any supporting documentation (background, specifications, course outlines for training services, etc.) to the CHP 78 and forward to CHRS for processing. If another source of funding is used, use the same process, and forward to the funding source.

(3) Obtain appropriate signatures and approvals, and submit documentation via e-mail to CHP-Contractsubmittal@chp.ca.gov.

(4) When the service has been received, approve the invoice for payment (see paragraph 3.b. of this chapter), attach supporting documentation, and forward to CHRS, Recruitment Unit, for payment.

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