

ILLINOIS STATE POLICE DIRECTIVE

ADM-118, PURCHASING AND ORDERING GOODS AND SERVICES

RESCINDS: ADM-118, 2022-019, revised 02-01-2022	REVISED: 02-06-2025 2025-006
RELATED DOCUMENTS: ADM-128, EQP-007	RELATED CALEA STANDARDS (6th Edition): 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. The Office of Finance (OOF), Office of the Director, 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 Office of Finance Directives section of the ISP Intranet website, <https://ilgov.sharepoint.com/u:/r/sites/ISP.Directors/SitePages/Office-of-Finance.aspx?csf=1&web=1&e=TJdqwK>.

II.A.3. See the Office of Finance section of the ISP Intranet website at <https://ilgov.sharepoint.com/u:/r/sites/ISP.Directors/SitePages/Office-of-Finance.aspx?csf=1&web=1&e=TJdqwK> 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."

II.C. Credit Cards

II.C.1. The Director and First Deputy Director may be issued a credit card and may authorize the issuance of a credit card to a division or work unit.

II.C.2. Division Deputy Directors may request the usage of a credit card for extraordinary purchases which fall outside the scope of normal business. Deputy Directors must provide justification

and obtain approval from the Director or First Deputy Director prior to making any purchases with the Department-issued credit card.

| Indicates new or revised items.

-End of Directive-