

GREELEY POLICE DEPARTMENT

General Order 211.00

Reviewed: 12/14

211.00 RECEIVING

- Prior to being assigned for use, all new equipment valued at one-thousand (1000) dollars or more, with a use life of at least one (1) year, shall be received and inventoried by the Property/Fiscal Management Unit.
- The Property Management Clerk shall log, issue and mark the item with an identification number, and track all such equipment for inventory purposes. The Support Services Division Captain shall check all invoices meeting the preceding criteria, and forward those approved to the Support Services Division for payment.

GO 211.00 RECEIVING

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Authorized by Jerry Garner, Police Chief
Effective Date: December 5, 2014



Signature

Date: 12-5-2014