**INTRADEPARTMENTAL CORRESPONDENCE**

(Date)

(Ref No.)

**TO:**  Chief of Police

**FROM:** Commanding Officer, (Area/Division)

**SUBJECT:** LOS ANGELES POLICE FOUNDATION DONATION REQUEST

**NAME OF REQUEST:**

It is requested that (Area/Division) be approved for (request) from the LAPF, valued at ($ amount). Approval of this donation benefits the Department as follows:

***Describe the PURPOSE OR USE IN DETAIL.***

***State items, total budget, amount requested for each item, and attach quotes if available.***

***Fill out this budget breakdown and add/delete rows as needed.***

|  |  |
| --- | --- |
| **Category / Items** | **Amount** |
| Name of Item | $ ###.## |
| Name of Item | ###.## |
| Name of Item | ###.## |
| Name of Item | ###.## |
| **Total** | **$ ###.##** |

***Include additional information such as warranty, service and contract fees, on-going maintenance, etc. Explain what plan is in place in the event additional funds for renewals or replacements are needed.***

*Example: There are no warranty or service contract fees associated with this donation. Additional funding will be identified in the event the computers become inoperable or require servicing. AND/ OR An additional donation will be identified to replace the computers.*

***Identify the specific person contacted if the item requires approval from Information Technology Bureau, Facilities Management Division, Motor Transport Division, Technical Investigation Division, and/or Uniform and Equipment Committee, etc.***

*Example: NAME, Information Technology Bureau (ITB) was contacted and verified the computers and software are compatible with existing Department operating systems. NAME, advised ITB (will/will not) provide technical support and (will/will not) repair or replace the computers when they become unserviceable.*

If you have any questions, please contact (name), (Division), at (telephone number).

APPROVED:

(name of commanding officer, rank) (name of commanding officer, rank)

Commanding Officer Commanding Officer

Area/Division Bureau

APPROVED: APPROVED:

(name of commanding officer, rank) DOMINIC H. CHOI

Director, Office Chief of Police

Attachments