

Los Angeles Police Foundation

REQUEST CHECKLIST

Area/Division: _____

Supervisor Reviewing: _____ Serial No. _____

LIST ITEMS BEING REQUESTED

- ☐ Make, Model, Serial No, Quantity, Venue Value
- ☐ Include tax and shipping
- ☐ List continuing costs for supplies, service charges, contract fees, etc.
- ☐ Operational/maintenance costs
- ☐ Quote/Budget

HAS THE REQUEST BEEN INSPECTED/APPROVED BY THE APPROPRIATE ENTITY

- ☐ **TECHNOLOGY** - Information Technology Bureau
Name & Serial No. _____
 - Computers (including accessories and related equipment)
 - Software
 - Operating Systems

- ☐ **VEHICLES** - Motor Transport Division
Name & Serial No. _____
 - Cars, Vans, Trucks, Forklifts, Motorcycles, etc.
 - Electric Vehicles and charging equipment
 - Fuel Storage or transportation equipment
 - Trailers
 - Generators
 - Any items requiring mechanical maintenance and/or fuel to operate

- ☐ **ELECTRONIC DEVICES** - Technical Investigation Division
 - Electronics Unit
Name & Serial No. _____
 - Photographic Unit
Name & Serial No. _____
 - Digital Voice Recorders
 - Digital Cameras

- ☐ **UNIFORMS** - Uniform and Equipment Committee
Name & Serial No. _____
 - Changes in uniform and equipment items worn, utilized, or deployed by Dept. personnel in the course of their duties

- ☐ **FACILITIES** - Facilities Management Division
Name & Serial No. _____
 - Alterations to any Department facility including rented, leased or loaned spaces
 - Painting facilities
 - Replacing or removing flooring
 - Installation of lockers, storage containers, sheds, etc.
 - Placement of trailers/temporary or semi-permanent working spaces at Department facilities or rented, leased or loaned spaces
 - Any item mounted or affixed to a Department owned or operated facility

- ☐ Other Required Department Notifications

IDENTIFY TYPE OF REQUEST

- ☐ **Restricted Account** - Funding allocated to your Area/ Division for specific purpose
 - Approvals from your Chain of Command to CPPB
 - 15.2 addressed to CPPB
 - Use LAPF Restricted Account Application Form
- ☐ **General Fund Account**
 - Approvals from your Chain of Command to COP
 - 15.2 addressed to COP
 - Use LAPF General Fund Application Form

REQUEST PACKAGE SHOULD INCLUDE

- ☐ Buckslip
- ☐ 15.2
- ☐ LAPF Application Form
Exemplars and forms are posted on the LAN under Donation Information
- ☐ Budget/Quotes
- ☐ Checklist