

# 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. \_\_\_\_\_
  - o Computers (including accessories and related equipment)
  - o Software
  - o Operating Systems

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

- ELECTRONIC DEVICES** - Technical Investigation Division
  - o Electronics Unit  
Name & Serial No. \_\_\_\_\_
  - o Photographic Unit  
Name & Serial No. \_\_\_\_\_
  - o Digital Voice Recorders
  - o Digital Cameras

- UNIFORMS** - Uniform and Equipment Committee  
Name & Serial No. \_\_\_\_\_
  - o 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. \_\_\_\_\_
  - o Alterations to any Department facility including rented, leased or loaned spaces
  - o Painting facilities
  - o Replacing or removing flooring
  - o Installation of lockers, storage containers, sheds, etc.
  - o Placement of trailers/temporary or semi-permanent working spaces at Department facilities or rented, leased or loaned spaces
  - o 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
  - o Approvals from your Chain of Command to RMLAG
  - o 15.2 addressed to RMLAG
  - o Use LAPF Restricted Account Application Form
- General Fund Account**
  - o Approvals from your Chain of Command to COP
  - o 15.2 addressed to COP
  - o 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