



PROVIDENCE POLICE DEPARTMENT
HEADQUARTERS
COLONEL RICHARD T. SULLIVAN
Chief of Police

April 2, 2001

MEMORANDUM #12
Series of 2001

To All Department Personnel:

Effective Spring Semester, January, 2001, the process for college textbook returns is as follows:

The officer is responsible for purchasing the necessary textbooks for the college courses in which he/she is currently enrolled.

The officer must obtain an original receipt which shows the following:

- * The name of the bookstore/college
- * The respective amounts for each textbook
- * The date the textbook was purchased
- * The name of the textbook if the receipt is written, if it is a register receipt it must show that you purchased a textbook (ie. "Textbook", "New Text", etc..)
- * If the receipt is written, it must be marked "paid" with an authorized signature

After the textbook has been purchased, the officer should respond to the Office of the Chief before the end of the semester with the appropriate receipts. At that time, a form will be filled out in which you will need to have the following information:

- * The semester the book was purchased for
- * The course name
- * The course number
- * The textbook name
- * The amount of the textbook

This form will be processed for reimbursement, which shall take four (4) to eight (8) weeks, and shall be sent directly to your home.

If a course is failed, the individual will not only be responsible for reimbursing the city for said course but will also be responsible for reimbursing the city for the textbooks as well.

Please Note: Each officer will be able to keep the textbooks that he/she has purchased. You will not need to turn in the textbooks, as you have done in the past, when requesting reimbursement. However, the amount allocated to you during the calendar year for textbooks, will be added to the amount allocated to you during the calendar year for courses, and turned in with the yearly College Tuition Report which is submitted to the City Controller's Office for tax purposes.

APPROVED:

A handwritten signature in black ink, appearing to read "Richard T. Sullivan". The signature is fluid and cursive, with a large initial "R" and "S".

RICHARD T. SULLIVAN

Colonel
Chief of Police