

For: County Offices

FY 2003 Equipment Requests

Approved by: State Executive Director


1 Overview

**A
Background**

In previous years, State Offices were instructed to submit equipment request received from county offices through the online FSA-528 process. County requests often far exceeded available equipment funding levels. MSD was responsible for reviewing and approving or denying requests according to the available budget.

In an effort to streamline this process and provide greater flexibility the National Office has changed the process for FY 2003. Equipment allotments were distributed using a base level of funding for every State, with remaining available funding being spread proportionally to all States using FTE ceilings.

**B
Purpose**

The purpose of this notice is to advise county offices on request processing for the procurement of equipment.

DISPOSAL

August 1, 2003

DISTRIBUTION

County Offices

Oklahoma Notice AS-396

2 Action

A Equipment Needs

County Offices shall do the following to complete equipment request:

- Thoroughly assess FY 2003 equipment needs.
- Request **ONLY** essential equipment items.
- If available, provide a cost estimate for requested equipment rounded to the nearest whole dollar.
- Provide a justification for requests.
- Submit County Office equipment requests to the State Office by May 16, 2003.

B What Not to Include

County Offices must not include the following on the equipment request:

- FAX machines
- ADP equipment.
- Telephone equipment

C FSA-199

The FSA-199 (Exhibit 1) will be used to document and inform the State Office of the request for County Office equipment. County Offices shall:

- Discuss equipment needs with the DD.
 - Include a statement of justification in the body of the equipment request. Items such as age, repair history, number of copies, lack of features, estimated cost of repair should be noted. Refer to 31-AS (Rev. 2), paragraph 170B for replacement criteria.
 - Prepare a separate request for each different piece of equipment being requested quantities of the same item may be listed together.
 - Submit the requests to the State Office for consideration of purchase of the equipment
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