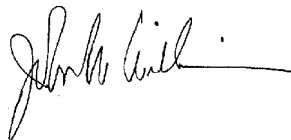


For: State Offices**State Office Equipment Allotments for FY 2002****Approved by:** Deputy Administrator, Management**1 Overview****A****Background**

In previous years, State Offices were instructed to submit office equipment requests through the on-line FSA-528 process. Requests included desks, chairs, copiers, and various other non-IT equipment, and 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 to State Offices, this process has been changed for FY 2002. State Office equipment allotments will be distributed using a base level of funding for every State, with remaining available funding being spread proportionally to all State Offices using FTE ceilings. State Offices will be able to plan purchases based on reasonable expectations of annual funding levels.

Non-Federal County office equipment allotments were issued in Notice BU-617.

B**Purpose**

This notice:

- transmits FY 2002 Federal equipment allotments for State Offices

Note: A separate allotment **will not** be issued for Farm Loan Teams. See Exhibit 1.

- informs State Offices that a separate Federal equipment reserve is being held for emergencies and critical needs.

Continued on the next page

Disposal

October 1, 2002

Distribution

State Offices

Notice AS-2038

1 Overview (Continued)

C

Contact

Direct questions to the following.

Subject	Contact
Equipment approval	<ul style="list-style-type: none">Ken Nagel, EDSO at 202-720-7890.Phil Brockman, EDSO at 202-690-8034.
Non-IT equipment	<ul style="list-style-type: none">LaShawn Lucas, MSD at 202-720-4766.Laurie Montgomery, MSD at 202-205-7832.
IT equipment	<ul style="list-style-type: none">Earl (Buddy) Bice, ITSD at 202-720-0893.Lorraine West, ITSD at 202-720-0914.

2 Equipment Allotments

A

State Office Equipment Allotments

Funds for equipment:

- are appropriated to FSA
 - represent approved equipment allotments for State Offices
 - shall not be exceeded, except as provided in Notice BU-615.
-

Continued on the next page

2 Equipment Allotments (Continued)

B

State Office Action

State Offices shall determine what equipment is needed, but expenditures shall not be more than the total amount allotted to each State Office.

Monitor expenditures according to the following.

Step	Action
1	Make essential equipment purchases according to 27-AS.
2	For non-IT equipment purchases that exceed contracting officer warrant, send AD-700 to MSD. After approval, MSD will coordinate the purchases on behalf of the State Office.
3	Allotments to State Offices for telephone and related equipment costs will not be issued. Instead, State Offices shall continue to request technical approvals for telephone voice mail and related equipment through the Telecommunications Operations (T-OPS), Telecommunication Division.
4	Request all IT equipment through ITSD. Note: State Offices shall not purchase IT equipment or other IT-related items using this allotment

C

Additional Equipment Needs

A small Federal equipment fund reserve is being held for State Offices to cover emergencies and critical needs. State Offices shall submit a memo stating the need with supporting documentation, to EDSO for any increases in funds or additional equipment needs above their allotment. Written requests shall be FAXed to EDSO at 202-690-0434.

Upon EDSO approval, MSD will ensure that proper equipment is requested and forward the approved request to BUD for fund approval.

3 Instructions

A

Special Instructions

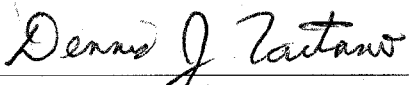
All State Offices are instructed to only purchase equipment items that are essential. It is recommended that all offices purchase lateral files, rather than vertical files. When purchasing chairs, all offices must select chairs that are ergonomic and of a neutral color.

FY 2002 State Office Equipment Allotments

FY 2002 STATE OFFICE EQUIPMENT ALLOTMENT	
State	FY 2002 Equipment Allotment
Illinois	\$33,800
Indiana	23,800
Iowa	50,000
Michigan	23,100
Minnesota	39,700
Missouri	36,300
Ohio	20,600
Wisconsin	32,100
TOTAL Midwest Area	\$259,400
Connecticut	\$4,000
Delaware	4,400
Maine	10,100
Maryland	7,100
Massachusetts	6,700
New Hampshire	4,000
New Jersey	6,700
New York	24,300
Pennsylvania	18,400
Rhode Island	3,500
Vermont	9,300
West Virginia	12,300
TOTAL Northeast Area	\$110,800
Alaska	\$3,200
Idaho	17,900
Montana	20,100
Nebraska	31,400
North Dakota	37,500
Oregon	12,800
South Dakota	41,200
Washington	13,500
Wyoming	8,900
TOTAL Northwest Area	\$186,500

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FY 2002 State Office Equipment Allotments (Continued)

FY 2002 STATE OFFICE EQUIPMENT ALLOTMENT	
State	FY 2002 Equipment Allotment
Alabama	\$16,700
Arkansas	30,900
Florida	17,400
Georgia	21,300
Kentucky	36,000
Louisiana	32,100
Mississippi	33,300
North Carolina	27,200
Puerto Rico	17,400
South Carolina	15,700
Tennessee	27,500
Virginia	18,900
TOTAL Southeast Area	\$294,400
Arizona	\$7,900
California	20,400
Colorado	14,700
Hawaii	5,200
Kansas	37,300
Nevada	4,700
New Mexico	10,800
Oklahoma	40,900
Texas	66,700
Utah	11,100
TOTAL Southwest Area	\$219,700
TOTAL ALL AREAS	\$1,070,800
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Director, Budget Division	Date