

For: State Offices

State Office Equipment Allotments for FY 2003

Approved by: Deputy Administrator, Management



1 Overview

A Background

Federal equipment allotments are being distributed using an equal base level of funding for every State, with remaining available funding being spread proportionally to all State Offices based on FTE ceilings. State Offices will be able to plan purchases based on reasonable expectations of annual funding levels.

FY 2003 non-Federal County Office equipment allotments will be issued in a forthcoming BU notice.

B Purpose

This notice transmits FY 2003 Federal equipment allotments for State and Federal County Office needs. See Exhibit 1.

C Equipment Contact

Direct equipment questions according to the following.

| Subject | Contact |
|---|--|
| Non-information technology (IT) equipment | <ul style="list-style-type: none"> • Laurie Montgomery, MSD at 202-205-7832. |
| IT equipment and software | <ul style="list-style-type: none"> • Earl (Buddy) Bice, ITSD at 202-720-0893. • Lorraine West, ITSD at 202-720-0914. |

| | |
|---|---|
| <p>Disposal</p> <p>October 1, 2003</p> | <p>Distribution</p> <p>State Offices</p> |
|---|---|

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1 Overview (Continued)

D Equipment Approval Contact

Contact either of the following for equipment approval:

- Ken Nagel, DAFO at 202-720-7890
- Phil Brockman, DAFO at 202-690-8034.

2 Equipment Allotments

A State Office Equipment Allotments

Equipment allotments:

- are for **Federal purchases only** and shall **not** to be used for non-Federal equipment needs
- represent approved equipment allotments for State Offices
- shall not be used for the purchase of IT equipment and software
- are not to be exceeded, except as interchangeability with travel funds which will be explained in a forthcoming BU notice.

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). |
| 4 | Request all IT related equipment and software through ITSD. Note: State Offices shall not purchase IT equipment and software using this allotment. |

2 Equipment Allotments (Continued)

C Monitoring Expenditures

To assist with the monitoring process, all State Offices are instructed to reconcile credit card statements in a timely manner. Funding for equipment procured with purchase credit cards is included in the allotment level provided. State Offices must take all equipment purchases into account when monitoring expenditures against the allotment level.

Note: Federal funds and Federal purchase credit cards shall not be used to purchase County Office supplies.

D 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 written requests to DAFO for any additional equipment needs above their allotment. Written requests shall be FAXed to DAFO at 202-690-0434.

Upon DAFO approval, MSD will ensure that requested equipment can be purchased and approved requests will be forwarded to BUD for fund approval.

FY 2003 State Office Equipment Allotments

FY 2003 STATE OFFICE EQUIPMENT ALLOTMENT

| State | FY 2003 Equipment Allotment | State | FY 2003 Equipment Allotment |
|------------------------|-----------------------------------|------------------------|-----------------------------------|
| Illinois | \$41,400 | Alabama | \$19,900 |
| Indiana | 29,000 | Arkansas | 37,800 |
| Iowa | 61,500 | Florida | 20,200 |
| Michigan | 28,100 | Georgia | 26,000 |
| Minnesota | 48,700 | Kentucky | 44,200 |
| Missouri | 44,800 | Louisiana | 38,700 |
| Ohio | 24,800 | Mississippi | 42,100 |
| Wisconsin | <u>39,000</u> | North Carolina | 33,300 |
| TOTAL Midwest | \$317,300 | Puerto Rico | 20,500 |
| Connecticut | 4,400 | South Carolina | 19,300 |
| Delaware | 5,000 | Tennessee | 32,600 |
| Maine | 12,600 | Virginia | <u>24,200</u> |
| Maryland | 8,400 | TOTAL Southeast | \$358,800 |
| Massachusetts | 7,500 | Arizona | 9,300 |
| New Hampshire | 4,400 | California | 24,500 |
| New Jersey | 7,800 | Colorado | 17,800 |
| New York | 29,600 | Hawaii | 5,900 |
| Pennsylvania | 22,300 | Kansas | 45,700 |
| Rhode Island | 3,800 | Nevada | 5,300 |
| Vermont | 10,800 | New Mexico | 12,900 |
| West Virginia | <u>14,700</u> | Oklahoma | 50,200 |
| TOTAL Northeast | \$131,300 | Texas | 82,100 |
| Alaska | 3,300 | Utah | <u>13,200</u> |
| Idaho | 21,700 | TOTAL Southwest | \$266,900 |
| Montana | 24,500 | TOTAL ALL AREAS | \$1,300,000 |
| Nebraska | 38,100 | | |
| North Dakota | 45,700 | | |
| Oregon | 15,700 | | |
| South Dakota | 50,200 | | |
| Washington | 16,300 | | |
| Wyoming | <u>10,200</u> | | |
| TOTAL Northwest | \$225,700 | | |

a/ Above allotments exclude any emergency funding issued to date via FSA-308s. Applicable states should make adjustments accordingly.

Dennis J. Zaitano 3/10/03
 Director, Budget Division Date