

For: State Offices

State Office Federal Equipment Allotments for FY 2004

Approved by: Deputy Administrator, Management



1 Overview

A Background

Federal equipment allotments are now distributed using an equal base level of funding for each State, with remaining available funding spread proportionally to State Offices based on FY 2004 FTE ceilings. State Offices are able to plan purchases based on reasonable expectations of annual funding levels.

FY 2004 non-Federal County Office equipment allotments were provided in Notice BU-660.

B Purpose

This notice transmits FY 2004 Federal equipment allotments for all office equipment for State and Federal County Office needs. See Exhibit 1 for FY 2004 State Office equipment allotments.

Note: This notice excludes acquiring Information Technology (IT) equipment and software.

C Equipment Descriptions

See 98-FI for a complete list of equipment, furniture, office machines, reproduction machinery, and other capitalized and non-capitalized personal property descriptions and accounting classification codes that comprise equipment object class 31.

Disposal Date	Distribution
October 1, 2004 3-30-04	State Offices

Notice AS-2074

1 Overview (Continued)

D Headquarters Initial Contact

Notify DAFO for office moves, renovations, and leasing modifications. These State Office alternations are inherent to the National Office's oversight function and may impact equipment funding. Notify DAFO at any of the following:

- Ken Nagel at 202-720-7890
- Arleen Moncalieri at 202-720-8782
- FAX at 202-720-5900.

2 Equipment Allotments

A State Office Equipment Allotments

Equipment allotments:

- are for **Federal purchases only** and shall **not** be used for non-Federal equipment needs
- represent approved equipment allotments for State Offices
- are not to be exceeded, except as interchangeable with travel or overtime funds as explained in Notice BU-663
- do not carryover to FY 2005
- must be obligated no later than September 30, 2004
- shall not be used for the purchase of IT equipment and software or for office telephone and related telephone equipment costs.

Notes: Request all IT related equipment and software through ITSD as instructed in a forthcoming IT notice.

For cellular telephone purchases, see Notice IRM 344.

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2 Equipment Allotments (Continued)

B State Office Action

State Offices shall:

- determine what equipment is needed and keep expenditures within the total amount allotted to each State Office
- make equipment purchases according to 27-AS
- FAX AD-700 directly to Laurie Montgomery, MSD for non-IT equipment purchases that **exceed** contracting officer warrant but **do not exceed** the State Office allotment

Note: The MSD FAX number is 202-720-6426. MSD will coordinate the purchases on behalf of the State Office. AD-700 shall not be submitted when the amount exceeds a State Office's current allotment. See subparagraph D about additional funds for equipment.

- monitor all equipment expenditures to ensure that usage does not exceed their respective Federal equipment allotment
- be responsible for obtaining appropriate waiver, if required
- continue to request technical approvals for telephone voice mail and LWV-related equipment through the Telecommunications Operations Office (T-OPS). For all FSA telecommunications program procedures, see 5-IRM.

C Monitoring Expenditures

To assist with the monitoring process, all State Offices shall reconcile credit card statements in a timely manner and ensure the appropriate budget object class code is used according to 98-FI. Funding for non-IT equipment procured with purchase credit cards is charged against the allotment level provided. State Offices must take all non-IT equipment purchases into account when monitoring expenditures against the allotment level.

Note: Federal purchase credit cards shall **not** be used for non-Federal County Office purchases.

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2 Equipment Allotments (Continued)

D Additional Funds for Equipment Needs

State Offices shall submit written requests to DAFO for any additional funds for non-IT equipment needs above their allotment to cover emergencies and critical needs. Written requests including supporting justification shall be **FAXed to DAFO at 202-720-5900** for review and approval on a case-by-case basis. Contact either of the following with questions about the emergency equipment allotment process:

- Ken Nagel, DAFO, at 202-720-7890
- Arleen Moncalieri, DAFO, at 202-720-8782.

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

Direct equipment questions according to the following.

Subject	Contact	Phone	FAX
Equipment approval, including workstation/furniture approval	<ul style="list-style-type: none"> • Ken Nagel, DAFO • Arleen Moncalieri, DAFO 	<ul style="list-style-type: none"> • 202-720-7890 • 202-720-8782 	202-720-5900
Non-IT equipment	Laurie Montgomery, MSD	202-205-7832	202-720-6426
Copiers	Jessie Bryant, MSD	202-720-4777	202-720-6543
IT equipment and software	<ul style="list-style-type: none"> • Ag East: Sandi Davenport, ITSD • Ag Central: DeLayne Gravelle, ITSD • Ag West: Earl (Buddy) Bice, ITSD 	<ul style="list-style-type: none"> • 202-720-1700 • 202-720-9340 • 202-720-0893 	202-720-7134
Telephone and LWV-related equipment	<ul style="list-style-type: none"> • Kathy Baumgartner, ITSD • Debbie Jones, ITSD 	<ul style="list-style-type: none"> • 816-926-6899 • 816-926-6224 	816-926-1804
Cellular telephone equipment and service	<ul style="list-style-type: none"> • Becki Schreckenghaust, ITSD • Bobbie Budgett, ITSD 	<ul style="list-style-type: none"> • 816-926-5028 • 816-926-6465 	<ul style="list-style-type: none"> • 816-823-1982 • 816-448-5650
General budget questions	Anne Newman, BUD	202-720-0170	202-690-3902

FY 2004 State Office Equipment Allotments

FY 2004 STATE OFFICE EQUIPMENT ALLOTMENT

State	FY 2004 Equipment Allotment	State	FY 2004 Equipment Allotment
Illinois	\$35,100	Alabama	\$17,400
Indiana	24,600	Arkansas	32,200
Iowa	51,700	Florida	17,400
Michigan	24,100	Georgia	22,300
Minnesota	41,600	Kentucky	37,700
Missouri	38,200	Louisiana	33,000
Ohio	21,300	Mississippi	35,600
Wisconsin	<u>33,000</u>	North Carolina	28,800
TOTAL Midwest	\$269,600	Puerto Rico	19,200
		South Carolina	16,800
Connecticut	4,300	Tennessee	28,000
Delaware	4,600	Virginia	<u>20,700</u>
Maine	11,100	TOTAL Southeast	\$309,100
Maryland	7,700		
Massachusetts	6,900	Arizona	8,200
New Hampshire	4,300	California	21,000
New Jersey	7,500	Colorado	15,500
New York	25,400	Hawaii	6,200
Pennsylvania	19,400	Kansas	38,700
Rhode Island	3,400	Nevada	5,100
Vermont	9,500	New Mexico	11,400
West Virginia	<u>12,900</u>	Oklahoma	42,600
TOTAL Northeast	\$117,000	Texas	69,200
		Utah	<u>11,600</u>
Alaska	3,800	TOTAL Southwest	\$229,500
Idaho	18,900		
Montana	21,000	TOTAL ALL AREAS	\$1,119,600
Nebraska	32,500		
North Dakota	38,700		
Oregon	13,700		
South Dakota	42,600		
Washington	14,200		
Wyoming	<u>9,000</u>		
TOTAL Northwest	\$194,400		

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


 Director, Budget Division 3/26/04
 Date