

CONTENTS

I. EXECUTIVE ORDERS

E.O. No. 79—Establishes Committee on Compensation for the Judicial System	80
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II. POLICY AND PROCEDURE MEMORANDA

1. Policy and Procedure Memoranda, procedure	80
2. Extension of the Employment of an Employee who has Reached the Age of Retirement	80
3. Superseded by Policy and Procedure Memorandum No. 33	81
4. Superseded by Policy and Procedure Memorandum No. 31	81
5. Superseded by Policy and Procedure Memorandum No. 28	81
6. Closing Prior Year Appropriations	81
7. Responsibility for Fiscal Approval	81
8. Requests for Board of Liquidation Appropriations	82
9. Fiscal Notes to Proposed Legislation	82
10. Fire and Extended Coverage Recovery Funds	82
11. Procedures for Disposition of State-Owned Surplus	83
12. Superseded by Policy and Procedure Memorandum No. 49	83
13. Disposition of Proceeds from the Sale of Surplus	83
14. Definition of "Property"	83
15. Fiscal Information Required from Non-Budgeted Agencies	84
16. Purchasing—Policy, Procedures, Rules and Regulations	84
17. Expenditure of Funds for Construction, Alterations or Reconstruction of any Building or other Structures	88
18. Information Required from Budget Agencies to Expedite Equipment Purchases	91
19. Request for Approval of Federally Assisted Programs	91
20. Acquisition of State Surplus Property by State Budget Units	92
21. Deficiency Expenditures by State Agencies	94
22. Superseded by Policy and Procedure Memorandum No. 55	94
23. Authorizes Use of Facsimile Signatures and Seals	94
24. Prohibits Expenditure or Encumbrance of Funds Over and Above the Amount Appropriated or Otherwise Allocated for Expenditure During Any Fiscal Year	95
25. Prohibition of Spending in Anticipation of Legislative Appropriation by Agencies of the State	95
26. Establishment and Reestablishment of Agency Working Capital Funds and Quarterly Reports Required	96
27. Cancels Policy and Procedure Memorandum No. 5 entitled "Electronic, Scientific, and Data Processing Equipment"	96
28. Electronic, Scientific, and Data Processing Equipment	96
29. Quarterly Payroll Report Must Accompany Quarterly Allotment Requests	97
30. Superseded by Policy and Procedure Memorandum No. 43	97
31. Superseded by Policy and Procedure Memorandum No. 37	97
32. Superseded by Policy and Procedure Memorandum No. 34	97
33. Request for New or Substitute Positions	97
34. Cash Position Report	99
35. Monthly Personnel Status Report	99
36. Investment of State Funds	100
37. Reporting of Professional Services of Unclassified Employees	101
38. State Unclassified Personnel Classification Codes	104
39. Mandatory Retirement for Members of the Louisiana State Employees Retirement System	109
40. State Employees Group Insurance Program	110
41. Affidavit Attesting that Public Contract Was Not Secured Through Employment or Payment of Solicitor	112
42. Report of Income Not Available and Unencumbered Balances	114
43. Equipment Purchase Approval	114
44. Prior Year Account Report	114
45. Revised Purchasing Documents	117
46. Identification of Publicly Owned Motor Vehicles	119
47. License Plates on Publicly Owned Vehicles	120

48. Printing Procedures	122
49. General Travel Regulations	123
49. General Travel Regulations (Addendum)	129
49. General Travel Regulations (Addendum)	130
50. Purchase of Contractual Services	130
51. Delegation of Authority to Purchase Contractual Services	131
52. Changes in Approved Budget	132
53. Replacement of Glass and General Physical Repairs to State-Owned Vehicles which are carried on the Automobile Physical Damage Self-Insurance Plan	132
54. Fair Labor Standards Amendments of 1974	133
55. State Rental Leases, Etc. (Public Notice and Affidavits)	134
56. Traffic Violations, State Office Building Parking Lots	138
57. Louisiana Bicentennial Commission	138
58. Establishment of Louisiana Information Processing Authority	139

III. RULES

Fire Marshal—Declaration of Emergency	141
Civil Service Commission—Rules for the Election of a Classified State Employee to the Civil Service Commission (Adopted by Secretary of State)	142
Family Services—Executive Bulletin No. 910	143
Fire Marshal—Promulgation of New Rules Which Became Effective on January 1, 1975	143
Louisiana Workmen's Compensation Second Injury Board—Rules of Practice and Procedure	145
State Land Office—Rules for Granting Rights-of-Way	147

IV. NOTICES OF INTENT

Board of Regents	148
Civil Service Commission	149
Conservation, Department of	149
Constitutional Convention Records Commission	152
Education, Board of	152
Fire Marshal	152
Governor's Office of Consumer Protection	153
Louisiana Higher Education Assistance Commission	156
Milk Division, Louisiana Department of Agriculture	157
Public Works, Department of	160
Wildlife and Fisheries Commission	161

STATE OF LOUISIANA
EXECUTIVE DEPARTMENT
BATON ROUGE

EXECUTIVE ORDER NO. 79

Committee on Compensation for the Judicial System

WHEREAS, there is no existing public or private agency, committee or commission to make appropriate studies and recommendations in the public interest with respect to the salaries of our judicial officers; and

WHEREAS, it has been several years since the last pay increase was granted the members of our judiciary, leaving them in need of an adjustment as a result of the inflationary process we have experienced since that time; and

WHEREAS, in the public interest it is deemed necessary and desirable to give serious study to this matter in order to make the judiciary sufficiently attractive and to encourage more of our best legal minds to seek positions in the judicial branch,

NOW, THEREFORE, by virtue of the authority vested in me as Governor of Louisiana, pursuant to the Constitution and applicable statutes of the State of Louisiana, I do hereby establish and appoint the Committee on Compensation for the Judicial System, whose function shall be to conduct studies and make recommendations to the Governor and to the Legislature with respect to the factors to be considered and the compensation to be paid to the judicial officers of Louisiana. I do hereby appoint to said committee, Mr. Ed Stagg, Mr. Alfred Brown, Mr. Wallace Armstrong, Mr. Victor Bussie, Mr. Chuck McCoy, Mr. F. A. Graugnard, Mrs. Jean Boese, Mrs. Mary Lou Winters, Mr. Emmitt Douglas, Justice Mack E. Barham, Justice Walter F. Marcus, Jr., Judge James E. Bolin, Judge Edward A. de la Houssaye III, Judge Oliver S. Delery, Judge Denald A. Beslin, Judge Ernest N. Morial, Camille F. Gravel, Jr., and Dr. J. Denson Smith.

IN WITNESS WHEREOF, I have hereunto set my hand officially and caused to be affixed the Great Seal of the State of Louisiana, at the Capitol, in the City of Baton Rouge, on this the 9th day of January, A.D., 1975.

EDWIN EDWARDS
Governor of Louisiana

STATE OF LOUISIANA
OFFICE OF THE GOVERNOR
DIVISION OF ADMINISTRATION

POLICY AND PROCEDURE
MEMORANDUM NO. 1

Subject: Policy and Procedure Memoranda

Effective Date: March 1, 1966

Authorization: Title 39 of the Revised Statutes of 1950

All memoranda setting forth fiscal policy and procedures issued by the Commissioner of the Division of Administration shall be compiled in manual form, with copies provided to each State agency. Copies shall be maintained by the agency head and by the chief fiscal officer for the agency. Two binders will be provided by the Division of Administration for the retention of policy and procedure memoranda.

Mary Evelyn Parker
Commissioner

POLICY AND PROCEDURE
MEMORANDUM NO. 2 (REVISED)

Subject: Extension of the Employment of an Employee
Who Has Reached the Age of Retirement

Effective Date: August 1, 1970

Authorization: Title 42 as amended in 1968 Regular
Session

In order to provide sufficient notice to those State employees who are nearing or over the age of sixty-five years, this memorandum supersedes Policy and Procedure Memorandum No. 2, issued July 11, 1969.

Act 292 of the 1968 Regular Session states:

“ § 585. Compulsory retirement at age seventy

Effective beginning August 1, 1970, except as herein otherwise specifically provided, any member shall be retired forthwith upon attaining the age of sixty-five years if the member then has completed at least fifteen years of creditable service. If the member has not completed at least fifteen years of creditable service at that time, he or she shall be retired upon completion of fifteen years of creditable service or upon attainment of age seventy, whichever event

State agencies in excess of \$500.00, with the exception of Louisiana State Department of Highways and Louisiana State University, will be held on deposit by the Division of Administration until damaged property and equipment have been repaired, reconstructed, or replaced.

When the cost of repairs, construction, and replacement of items have been determined, this office should be notified and all contracts should be submitted to the Commissioner of Administration for approval.

If replacement of a like item is not essential and if insurance recovery is more than sufficient for replacement, construction, or repairs, surplus funds will be returned to the State Treasury.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 11**

Subject: Policy and Procedure Memorandum

Effective Date: September 1, 1966

Authorization: Title 39, Section 330-B of the Revised Statutes of 1950

This order is issued to establish a uniform procedure for the reporting, disposition approval, and subsequent disposition of State owned surplus property. Whenever any item of property is no longer of use to an agency or is to be traded in, scrapped, sold, or dismantled for parts, Form BF-11, "Surplus Property Transaction," will be submitted to the Property Control Section of the Division of Administration by all State agencies. Where surplus motor vehicles are involved, Form 121R, "Vehicle Condition Report," will continue to be submitted to the Purchasing Section.

The Property Control Section will periodically send bulletins to all State agencies listing available surplus property. Any item made available for transfer to any State agency will be without charge, except for transportation.

All agencies are urged to comply with this memorandum in promptly and properly reporting surplus property. In this manner, the State can realize the economies to be found in minimizing idle property levels,

relieving congested storage, and fostering efficient utilization of usable items.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 12**

(Editor's Note: Superseded by Policy and Procedure Memorandum No. 49.)

**POLICY AND PROCEDURE
MEMORANDUM NO. 13**

Subject: Disposition of Proceeds—Sales of Surplus

Effective Date: November 1, 1966

Authorization: Title 39, Section 330-B of the Revised Statutes of 1950, and Executive Order No. 16, dated September 15, 1964

It is the purpose of this memorandum to establish policy and procedure for the handling and disposition of proceeds from the sale of surplus state property.

Fiscal Policy and Procedure Memorandum No. 11, dated August 25, 1966, establishes the procedure for reporting agency surpluses to the Property Control Section of the Division of Administration. When the disposition of surplus can be handled most efficiently and economically at the agency level, appropriate instructions and authorization for disposal will be provided. When the sale is conducted at the agency level, all proceeds are to be forwarded to the Property Control Section.

It shall be policy that all net proceeds from the sale of surplus property shall accrue to the fund from which the original purchase was made.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 14**

Subject: Definition of "Property"

Effective Date: November 1, 1966

Authorization: Part XI of Title 39, Section 330-B of the Revised Statutes of 1950 and Executive Order No. 16, dated September 15, 1964

This memorandum is to clarify policy regarding classes of property subject to Property Control procedures as defined in Part XI of Title 39 of the Revised Statutes. "Property" under this title is defined as non-consumable movable property owned by an agency. Property purchased with funds derived from revenue producing activities such as revolving, system, or athletic funds, as well as general operating funds, come within the scope of this definition.

Disposition of surplus property items in all classes including those described above shall be accomplished according to procedures established by the Property Control Section of the Division of Administration.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 15**

Subject: Fiscal Information Required From Non-Budgeted Agencies

Effective Date: January 15, 1967

Authorization: Title 39 and Section 1, Chapter 12 of Title 49

This memorandum is to specify minimum fiscal information required of those agencies of the State which operate from self-generated revenues and do not submit detailed budget requests for Executive and Legislative consideration.

Act 452 of 1966 amends Title 49 of the Louisiana Revised Statutes of 1950 by authorizing the Governor to require information and reports from all agencies, boards, or commissions.

In order to achieve uniform and meaningful reporting from these agencies, the following information should be submitted by February 28th of each fiscal year on forms provided:

- (1) Program Data—to include statutory provisions regulating operations, brief comment on scope

of activities, and statistical data on units of accomplishment under various programs.

- (2) Financial Plans—Summary financial information including detailed sources of revenues and major classifications of expense for the current fiscal period ending next June 30th and the ensuing fiscal year.

Additionally, each such agency must submit financial reports for each fiscal year depicting the results of operations and financial position. These reports should be submitted by August 15th, following close of the fiscal period.

To facilitate compliance with this order, affected agencies should have expenditures classified according to standard code classification. They should also adopt the State's fiscal year which ends June 30th. Enclosed are forms to assist in preparing the required financial data.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 16**

Subject: Purchasing—Policy, Procedures, Rules and Regulations

Effective Date: March 1, 1967

Authorization: Title 39, R.S. 1950, Part V, Purchasing, Executive Orders 20, 21, 22

1. General Information

"Purchasing Procedures Rules and Regulations" promulgated January, 1965, in the Louisiana Purchasing Manual, are amended to include the policy and procedures contained herein, to provide for the cancellation of purchasing authority issued prior to March 1, 1967; to delegate new purchasing authority; and to require that these Orders be promulgated as the Official Rules and Regulations for Purchasing effective March 1, 1967.

2. Purpose and Scope

The purpose of this Policy and Procedure Memorandum is to require the implementation of centralized purchasing in the Division of Administration in the degree desired, and

to provide a delegation of purchasing authority to expedite the handling of small purchases by State agencies on a day-to-day basis.

The policies and procedures contained herein shall apply to all agencies of the State Government as required by Act No. 91 of the 1964 Louisiana Legislature; the Executive Orders of the Governor, Nos. 20, 21, and 22; and the Official Rules and Regulations for Purchasing contained in the State of Louisiana Purchasing Manual.

3. Policy and Procedures

Policy

3.1. 1 Purchasing for all State agencies, with certain exceptions, as determined by the Commissioner, shall henceforth be made by the Purchasing Section, Division of Administration.

3.1. 2 All delegations of purchasing authority issued prior to March 1, 1967, are hereby revoked.

3.1. 3 Certain large State agencies may apply to the Commissioner and where justified may receive purchasing authority not to exceed \$1,000.

3.1. 4 Purchasing authority is hereby specifically delegated to all State agencies to buy maintenance, repair, operating supplies, and services wherever the cost does not exceed \$100.

State agencies may also purchase in the agency level the following supplies and services without prior approval of the Commissioner:

- (1) Federal Government surplus property;
- (2) Standard replacement equipment parts which must be obtained from the manufacturer or his agent;
- (3) Purchasing transactions between State budget units except on Penitentiary-manufactured products;
- (4) Fresh fruits and vegetables, milk, fish, perishable foods, and farm products;

(5) Professional services such as physician, dentist, attorney, and veterinary;

(6) Public utility services, water, electricity, telephone, and telegraph;

(7) Textbooks, newspapers, subscriptions, periodicals, and library books;

(8) Repairs to automobiles, trucks, office machines when obtained from authorized dealer;

(9) Food and supplies required for the operation of boats in isolated areas;

(10) Postal service, including postage meter rentals;

(11) Purchase and/or rental of special films used for instruction or entertainment;

(12) Sign painting, lettering doors and windows;

(13) Purchases of any kind costing \$25 or less may be made without competitive bidding.

3.1. 5 State agencies shall purchase from Commodity Contracts made by the Purchasing Section, Division of Administration, Catalog Index (Rev. 2/67).

3.1. 6 All of the purchasing rules and regulations contained in the brochure "How to Sell to the State of Louisiana," issued November 1, 1964, are hereby made a part of these Official Rules and Regulations and the same shall be binding on all suppliers to the State of Louisiana and all State agencies alike.

3.1. 7 Colleges, Trade Schools, Universities, and the Department of Education will continue to purchase under requirement of Act 91 of the 1964 Louisiana Legislature, Executive Orders 20, 21, 22, and the Rules and Regulations contained in the Louisiana Purchasing Manual.

3.1. 8 An Inspection Unit is hereby created within the Purchasing Section, Division of Administration, and the same is hereby made a part of the Official Rules and Regulations. This part shall apply to all agencies of the

State Government, subject to the requirements of Act 91 of the 1964 Louisiana Legislature and the Executive Orders of the Governor referred to in the preceding paragraph (3.1.7).

3.1. 8.1 The principal function of the Inspection Unit shall be:

- a) To inspect and accept or reject all deliveries made to facilities operated under the direct jurisdiction of the Purchasing Section;
- b) To conduct check inspections of deliveries made to State agencies;
- c) To review the work of inspection done by designated personnel of other State agencies;
- d) To maintain records necessary to the proper performance of its duties;
- e) To contribute its knowledge and experience to the other units of the Purchasing Section.

3.1. 8.2 The Inspection Manual, as contained in the Louisiana State Purchasing Manual and under separate cover, for the specific use of agency personnel, is hereby made a part of the Official Rules and Regulations.

Procedures

3.2. 1 State agencies required to submit Purchase Requisitions for all commodities listed in the Purchasing Schedule shall continue to requisition their requirements through the Purchasing Section on a quarterly basis.

3.2. 2 Division of Administration Purchase Requisitions (Form DA 101 Rev. 10/66) will be submitted by all State agencies to the Purchasing Section for all requirements exceeding \$100, except where specifically delegated to the agencies or as may be directed in the following sections.

3.2. 3 Small purchases of \$100 or less will be made by State agencies in the following manner:

- (1) Mailing out requests for prices to at least three bona fide vendors;

- (2) Accepting three telephone quotations, if the need is urgent.

Records of quotations (Form A-11 Rev. 3/61) shall be kept, for review by the Purchasing Section, Exhibit No. 3.

3.2. 4 State agencies who have received a special delegation of purchasing authority may make purchases of maintenance repair, operating supplies or services not to exceed \$1,000 by receiving informal quotations under the following conditions:

- (1) Provided commodities are not under contract;
- (2) Commodities or items are required to be purchased under Quarterly Purchasing Schedules;
- (3) Provided maximum competition was obtained by sending out requests for prices to five bona fide vendors;
- (4) If prices received are over \$1,000, the entire file shall be forwarded to the Purchasing Section, Division of Administration, prior to issuance of Purchase Order.

3.2. 5 Purchases from commodity contracts will be made by all State agencies by issuing Division of Administration Purchase Release Orders, Form 105B (Rev. 8/65).

Purchase Release Orders for maintenance, repair and operating supplies will be mailed directly to the supplier, with one copy to the Division of Administration, except as noted below.

Purchase Release Orders for equipment (Budget Categories 301, 501, 601, and 701) shall be mailed to the Purchasing Section, Division of Administration, for approval by the Budget Section.

Purchase Release Orders are accepted in lieu of Purchase Requisitions on contract items.

3.2. 6 Automobiles, trucks, tractors, jeeps, ambulances, construction equipment, heavy machinery, and insurance shall be requisitioned through the Division of Administration as

required by Executive Order No. 20, dated October 22, 1964.

- 3.2. 7 Emergency, Out of Schedule, and Revolving Fund purchasing shall be made as required by Executive Order No. 22, dated October 22, 1964, and this Policy and Procedure Memorandum.

Extreme Public Emergency involving jeopardy to life and property or the continuation of an essential program shall be certified to the Commissioner of Administration, in writing, in duplicate, and signed by the head of the State agency.

A delegation of purchasing authority is hereby made to State agencies to take affirmative action without prior approval of the Commissioner of Administration in the following eventualities:

- (1) Riot
 - (2) Hurricane or storm damage
 - (3) Fire
 - (4) Failure of water well
 - (5) Emergency purchases for any purpose if the cost is less than \$100.
- 3.2. 8 Purchasing Rules and Regulations contained in the Louisiana Purchasing Manual and the brochure "How to Sell to the State of Louisiana" are hereby made a part of this Policy and Procedure Memorandum and will apply to and be binding on all State agencies and the vendor selling to the state of Louisiana alike.
- 3.2. 9 Authorization of Capital Outlays for the improvement of lands or the construction, alteration, or reconstruction of any building or other structure may be made solely by the Governor or the Commissioner of Administration; and no work shall be commenced and no contract entered into until plans and specifications, estimates of cost and bids received covering the work contemplated has been approved and authorized in accordance with Section 56, Title 39, R. S. 1950.
- 3.2.10 Effective March 1, 1967, it shall be mandatory that all food products within the

scope of the Standard Specifications listed below be purchased, inspected, and acceptance of delivery under the requirements and conditions set forth in the specific commodity in the Standard Specifications, printed under separate cover.

Standard Specifications for Fresh Fruits and Vegetables (Class 10), dated April 1, 1956;

Standard Specifications for Poultry and Eggs (Class 11), dated April 1, 1956;

Standard Specifications for Processed Foods (Class 12), dated April 1, 1956;

Standard Specifications for Cereal, Cereal Products and Beans (Class 13), dated April 1, 1956;

Standard Specifications for Seafood (Fresh, Frozen, and Canned) (Class 14), dated July 1, 1965;

Standard Specifications for Meat and Meat Products.

Purchasing procedure for the above classes of food products shall be made by submitting a completed Prelisted Purchase Requisition to the Purchasing Section, Division of Administration.

The Purchasing Schedule reminder will be mailed to State agencies, with Prelisted Purchase Requisition forms attached.

3.2.11 The procedures outlined in the Inspection Manual shall be the procedures to be followed in all of the activities of the Inspection Unit and shall include the activities of agency personnel wherever referred to in the Inspection Manual.

3.2.12 Printing and Engraving purchases shall be made in accordance with Act No. 84 of the 1964 Louisiana Legislature and the instructions contained in the Rules and Regulations as set forth in the following detailed procedures.

3.2.12.1 Authority is delegated and all State agencies may purchase without prior approval of the Commissioner:

- a) Published copyrighted items:

- (1) Technical or scientific books;
 - (2) Pamphlets, reports, and charts;
 - (3) Tax and tariff schedules;
 - (4) Subscriptions to newspapers, magazines, and periodicals;
- b) Art work and similar professional services;
 - c) Student yearbooks and student newspapers;
 - d) Artistic, cultural or entertainment programs, posters, and tickets.

3.2.12.2 Emergency and special printing jobs may be approved for agency purchasing on an individual basis.

3.2.12.3 Instructions for making requisitions to the Purchasing Section, Division of Administration:

- a) All items of printing shall be requisitioned on Form DA 101.
- b) Only one type of printing job included on each requisition.
- c) Each requisition must be accompanied by either a sample of the item requested on reprints or a clean layout with complete instructions for the printer to follow.
- d) Each requisition for book and publication work shall be submitted with complete manuscript copy including cuts, illustrations, and other pertinent information with detailed instructions as to trim, page size publication, size of illustration, type and color of cover stock, and all other details necessary to correctly interpret the requirements.
- e) Each requisition for printing or engraving shall give the quantity, size, title of job, complete description of the printing job, the name of the last supplier, date the printing job was purchased, the quantity and the cost of the entire job.
- f) Thirty (30) days must be allowed for

delivery. Larger quantities, or for difficult or unusual printing job, a longer delivery time must be allowed.

- g) Each requisition shall show the agency name, address, delivery point, delivery date desired, requisition number, and fiscal year and appropriate coding.
- h) All purchase requisitions must be signed in ink, by duly authorized agency personnel.

3.2.12.4 All State agencies shall refer to "General Instructions" and "General Requirements for Printing and Binding Specifications" information is required.

Mary Evelyn Parker
Commissioner

**POLICY AND PROCEDURE
MEMORANDUM NO. 17 (REVISED)**

Subject: Expenditure of Funds for Construction, Alterations, or Reconstruction of Any Building or Other Structure

Effective Date: September 15, 1967

Authorization: Title 39 of the Revised Statutes of 1950

Instructions: This memorandum supersedes the Commissioner's Policy and Procedure Memorandum No. 17 effective September 1, 1967, and all memoranda and manuals in conflict herewith.

In instances where an agency contemplates an expenditure for construction, alterations, or reconstruction of any building or other structure in excess of \$1,000 per project, and the source of funds is other than the issuance of bonds, it will be necessary to submit Form DA-125 to this office for approval.

SECTION 56. Authorization of Capital Outlays

No work shall be commenced and no contract shall be entered into for the improvement of lands or the construction, alteration, or reconstruction of any building or other structure, involving an expenditure from the State Treasury under any appropriation, notwithstanding any allotment therefor, except for the expenditure of funds dedicated in the Constitution to the construction and maintenance

State of Louisiana
OFFICE OF THE GOVERNOR
Division of Administration

Proposed Construction Renovations, Alterations, or
Reconstruction of Any Building or Other Structure

Date: _____

Agency: _____

Description of Project:

Source of Funds:

- | | |
|---|--|
| <input type="checkbox"/> General Fund | <input type="checkbox"/> Revolving Fund |
| <input type="checkbox"/> Bd. of Liquidation | <input type="checkbox"/> Agency Fund |
| <input type="checkbox"/> Systems Fund | <input type="checkbox"/> Other (Explain) |

Justification:

Maintenance:

1. Est. Annual Maintenance:

2. Source of Supporting Funds:

Budget Changes Necessary:

Submit Form
BA-7

COST ESTIMATE

ITEM	COST	SOURCE OF FUNDS
Personal Services (101):		
Contractual Services (201) TOTAL:		
Materials and Supplies (301): TOTAL:		
Related Benefits (401): TOTAL:		
Other: TOTAL:		
Total Cost:		

Submitted By: _____

Title: _____

Action:

Approved

Disapproved

Comment: _____

