

**EXEMPTION OF PURCHASE DOCUMENTS FROM PROGRAM AND BUDGETARY  
REVIEW BY DEPARTMENT OF FINANCE (REVISED 9/91)**

**3558.1**

The Department of Finance exempts from review for program and budgetary determination all purchase documents for items of equipment which can be funded from the amount budgeted for the purchase of equipment in the approved fiscal year budget.

Purchases of equipment will remain a departmental responsibility subject to statutory and administrative rules and restrictions. Equipment lists for capital outlay projects will still be required for capital outlay projects in accordance with pertinent sections of the State Administrative Manual. Departments are specifically charged with the responsibility for the analysis of equipment requirements to supplement the approved legislative program and approval of the models and types of equipment which can most sufficiently support the project or program. Subsidiary effects such as changes in staffing requirements, operating expense, supplies, and space should be evaluated with respect to each choice.

The amount budgeted for equipment in the approved fiscal year program may not be augmented except with the approval of the Budget Revision, STD. 26, by the Department of Finance.

Purchase estimates for automotive equipment will be submitted directly to the Office of Fleet Administration, Department of General Services, for approval. Estimates approved by the Office of Fleet Administration will be routed to the Office of Procurement, Department of General Services. Estimates requiring changes or deletions and disapproved estimates will be routed to the originating department.

A certification will be required of the agency for any equipment purchase estimate exempted under the above instructions as follows:

"This purchase estimate does not require approval by the budget staff, Department of Finance, under the provisions of SAM Section 3558.1.

Signed \_\_\_\_\_, Accounting Officer  
(or other authorized representative)."