

**BOOKKEEPING MACHINES****3678**

(Revised 1/77)

This section applies to the acquisition of types of bookkeeping machines which are not classified as electronic data processing equipment by SAM Section 4803. If after a review of SAM Section 4803 you have any doubts about the EDP vs. non-EDP classification of your particular application, please contact the Office of Information Technology.

Agencies will analyze their need for such bookkeeping machines on a cost/benefit basis before ordering them and will retain such analyses in their files for three years. Departments with institutions or branch offices will provide appropriate central direction to assure uniformity in the power of bookkeeping machines acquired except where differences in capabilities are warranted by differences in the volume or nature of the work that must be done.