

Financial Management Circular: #98-2

Effective Date: April 1, 1998

Subject: Delegation by Budget Agency to the Department of Administration for approval of procurement contracts not exceeding \$25,000

Authority: IC 4-12-1-13;
IC 4-13-2-14.1;
IC 4-13.4-5-5;

Application: This Circular applies to all State agencies, departments, and commissions for purchases, except for personal services, not exceeding \$25,000.

Replacement: The provisions of this Circular supersede those found in FMC #86-3, and in FMC #94-3.

Section 1. The expenditure of public funds shall be made in such a manner as to maximize the purchasing value of the funds of this State. Procurements shall be designed to foster effective broad based competition and to assure the quality, integrity, and efficiency of the state procurement system.

Section 2. For contracts for the purchase of goods or services, except for personal services and contracts involving State-sponsored meetings and conferences, where the total contract amount does not exceed \$25,000, the State Budget Agency hereby delegates approval authority to the Department of Administration.

Section 3. For contracts, QPA's, or requisitions for the purchase of equipment, the cost of which is less than twenty-five thousand dollars (\$25,000), the State Budget Agency hereby delegates approval authority to the Department of Administration.

Section 4. The procedures of the Attorney General, the Department of Administration, and the Auditor of State are not affected by this policy. All procurements shall continue to require the procedures which those agencies have in place for procurement and contracting.

Section 5. The provisions of this Financial Management Circular do not supersede or alter the provisions of FMC #93-1.1 concerning data processing delegations, FMC #94-1 concerning special computer equipment and services, and FMC #94-2 concerning portable and personal computers.

Section 6. The provisions of this Financial Management Circular supersede the provisions of FMC #86-3 which became effective November 1, 1986, and FMC #94-3 which became effective January 1, 1995.

Section 7. This Financial Management Circular is effective on April 1, 1998.

Peggy Boehm
Budget Director

Date

(Signed by Peggy Boehm and Dated 3/31/98)