



United States Department of the Interior

OFFICE OF THE SECRETARY
WASHINGTON, D.C. 20240



SEP 9 1991

FINANCIAL ADMINISTRATION MEMORANDUM NO. 91 - 061 (II. J.)

TO: Bureau Assistant Directors, Administration
Director, Office of Administrative Services
Bureau Finance Officers
Chief, Division of Fiscal Services

FROM: Chief, Division of Financial Administration
Office of Financial Management

SUBJECT: Procurement and Property Management Systems

Attached for your information is copy of the August 27, 1991 memorandum from the Assistant Secretary for Policy, Management and Budget on the above-mentioned subject.

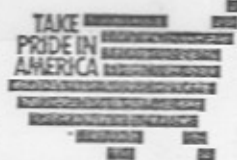
Questions should be directed to the officials listed in the memorandum.

Attachment



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AUG 27 1991

Memorandum

To: Program Assistant Secretaries,
Bureau and Office Heads

From: Assistant Secretary - Policy, Management and Budget

Subject: Procurement and Property Management Systems

On December 21, 1988, the Assistant Secretary - Policy, Budget and Administration requested that new funding for systems development and procuring new equipment in procurement and property management activities be restricted (copy attached). The purpose of the restriction was to ensure that available resources were wisely used and to eliminate costly duplication of development efforts. The scope of the Departmentwide initiative in property management automation has since been narrowed to focus on personal property reutilization and disposal.

It should be noted that the referenced memorandum, with the change noted, remains in effect. Therefore, no bureau expenditures for bureau-specific developmental or enhancement purposes for procurement or personal property reutilization and disposal automation systems, whether by administrative or program activities, should be initiated.

It is recognized that existing bureau procurement or personal property reutilization and disposal automation systems will require maintenance to remain responsive to bureau requirements until the Departmentwide efforts are implemented. However, it is hoped that such maintenance requirements can be kept to a minimum level.

Should such proposed maintenance expenditures exceed \$10,000 by a bureau in a fiscal year, prior approval will be required. Therefore, proposed expenditures not previously submitted as part of the FY 1993 Budget formulation process should be submitted to the Office of Acquisition and Property Management (PAM) by the Bureau Assistant Director for Administration or equivalent official. PAM, in conjunction with the Office of Information Resources Management, will review the proposed expenditure and submit a recommendation to my office.

Should you or members of your staff have any questions regarding this policy, please contact Larry D. Cardwell, Director of PAM on 208-3668 or Wiley Horsley of his staff on 208-3347.

Attachment

cc: Assistant Directors for Administration