

Reclamation Manual

Directives and Standards

Subject: Reprographic Equipment

Purpose: Listed in Chapter 1 (ADM 02-01).

Authority: Listed in Chapter 1 (ADM 02-01).

Contact: Records and Office Services Group, D-7920

1. **Reprographic Equipment.** The Director, Management Services, has the authority to procure reprographic equipment without Departmental approval. Authority is redelegated to Regional Directors. Directors have authority to further redelegate at their discretion.
 - A. The Reclamation Reprographic Manager and contact point with the Department is located in the Records and Office Services Group, D-7921.
 - B. Regional Directors; Director, Management Services; or their designee will:
 - (1) Approve procurement of reprographic equipment.
 - (2) Maintain an accurate and up-to-date inventory of reprographic equipment which will be available to the Department, if requested.
 - (3) Conduct Management Control Reviews as required by the Office of Management and Budget, the Office of Financial Management, and the Federal Managers' Financial Integrity Act.
 - (4) Submit equipment requests that require approval from the Joint Committee on Printing to D-7921 for review and forwarding to the Department.