



# BUREAU OF BUDGET & MANAGEMENT RESEARCH

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## BBMR Circular No.: 06-07

Memorandum

To:

From: Director, Bureau of Budget and Management Research

Subject: Requisition/Purchase Order Review and Approval

In an effort to maximize Federal Funding, along with the impending approach of the end of Fiscal Year 2006, the Bureau, in coordination with the General Services Agency (GSA), Department of Administration, will be conducting a review of all Requisitions and/or Purchase Orders that still have outstanding balances. The objective of this review process is to determine whether Requisitions and Purchase Orders in transit may be charged to existing federal accounts whenever possible. A review of the transaction register reflects charges made to local accounts even when departments and agencies administer federal programs. Although this situation may be appropriate, the Bureau encourages all departments and agencies to utilize Federal Funding for the processing of Requisitions and Purchase Orders. Please review your Grant guidelines to ensure that purchases are allowable. Attached is an AS400 printout of your respective grant account(s).

For the remainder of the Fiscal Year, the Bureau is soliciting your usual cooperation to ensure we fully utilize federal funds to the extent possible. My office is ready to work with your staff in the review and approval process prior to the issuance of a Purchase Order by GSA. This will be done electronically through the GSA system.

The Bureau is also requesting you re-evaluate your expenditure plan for the remainder of the fiscal year. If there are operational requests such as supplies and materials that can be postponed, we encourage you to utilize your funds to accommodate only those needs for operations up through September 30, 2006.

Please note that the review process will only involve locally funded Requisitions (General Fund, Special Funds, etc.). Federally funded and Local Match requisitions will not be subject to this process.

These procedures are effective immediately. Should you have any questions regarding this matter, please feel free to contact your assigned Budget Analyst.

  
CARLOS P. BORDALLO

Attachment(s)

Cc: Governor