



Finance and Administration Cabinet Executive Order 2008-011 Request Form

Requesting Department: 540 Department Of Education	Record Date:	2014-05-05
Requestor ID: SRM0015	Requestor Name:	Jason Camden
Short Description: OCTE - Equipment Less Than \$5,000 Waiver for FY 2015	Requestor Phone Number:	502-564-2351
Type of Request: EQUIPMENT (NOT IT)	New or Expanded?	No
Procurement Method: Agency Authority	Cost: 2,000,000.00	Estimate/Actual? Estimate

Is this Item a Replacement? No **If so, Asset Tag#:**

What will happen to the replaced item?

What Document is Requested? Blanket Waiver

If on Contract, Give Contract #:

Vendor (if any): TBD

Purpose and Justification:

OCTE's 55 Area Tech Centers (ATC's) will serve over 32,000 students in technical programs during the 2014/2015 schoolyear. It is critical that ATC students have access to equipment that is current with business/industry. OCTE considers this a high priority and \$767,800 of our General Fund budget is earmarked for procuring and maintaining equipment. Many equipment items are required for skills standard certification such as ASE (Auto Tech) and some required tasks for specific job titles cannot be taught without specific equipment. ATC's also have \$1.2 M in Federal Perkins funds that require an approved Local Plan showing how funds will bring about program improvement. Most of these plans involve small equipment purchases. Purchasing equipment is a critical, recurring need in the tech schools. OCTE is requesting a continuation of the blanket waiver currently in place for equipment items that are over \$1000 but under \$5000 so the ATC's can provide small equipment to students without delay. Internal controls are in place to review requests in this range; requests over \$5000 would still be forwarded to Finance for pre-approval. The ATC's already have a small purchase authority of \$5000 and are trained to follow purchasing rules when buying these types of items. Also, additional training/info has recently been provided to ATC's by the Cabinet Purchasing Branch. ATC's have also had recent budget reductions and are aware that purchases must be critical to the delivery of instruction. (Current waiver expires 6/30/2014)

Funding Source: Multiple/Explain

Program Code:

If Federal, Give CFDA#:

Percentage of Each Funding UNKNOWN

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file.

This request approved by: _____
Cabinet Secretary or Authorized Agency Head

For Agency Use: