



**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 - Purchase Classroom Supplies/Materials at ATCS	Requestor Phone Number: 502-564-2351
Type of Request: OTHER GOODS	New or Expanded? No
Procurement Method: Agency Authority	Cost: 3,300,000.00 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 a variety of technical programs in FY 2015. It is critical that schools be able to purchase classroom supplies, instructional materials, small hand tools, software/site licenses, textbook, reference books, etc. Some examples of items/services needed would be lumber, hammers, drills for Carpentry, welding rods, service/replacement of tanks for Welding, paint, primer for Auto Body, software/site licensing for Computer Aided Drafting, replacement bits for Machine Tool, restocking nut/bolt bins, servicing of parts cleaning machines in Auto Tech, medical reference books for Health Services as well as basic needs like paper and printer cartridges. OCTE is requesting a continuation of the blanket waiver currently in place so that ATC's can provide supplies and instructional materials to students without delay. ATC's already have a small purchase authority of \$5,000 and are trained to follow purchasing rules when buying these types of items. ATC's have also had recent budget reductions and are aware that purchases must be critical to delivery of instruction. Area Supervisors will assist in monitoring these purchases. (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: