TO: State College Presidents

FROM: Harry W. Harmon
Vice Chancellor
Physical Planning and Development

SUBJECT: Exemptions from Approval for Capital Outlay Equipment List Substitutions - Executive Order No. 92

Transmitted to you herewith is a copy of Executive Order No. 92, relating to exemption from approval of the Department of Finance of capital outlay equipment substitutions not exceeding $10,000.

HH:fw

cc: Executive Deans
Business Managers
College Facility Planners
Chancellor's Staff
EXEMPTION FROM APPROVAL FOR CAPITAL OUTLAY EQUIPMENT LIST SUBSTITUTIONS

Executive Order No. 92

This Executive Order is issued pursuant to State Administrative Manual Sections 3558.11 and 6540, Sections 1 and 2 of Chapter III and subdivision (d) of Section 4 of Chapter III of the Standing Orders of the Board of Trustees of the California State Colleges.

Each California State College President or his designee is, by this Executive Order, designated and authorized to approve capital outlay equipment substitutions not exceeding $10,000.00 under the conditions provided in this Executive Order.

1. The substitutions shall be limited to equipping the facility for which the funds were appropriated.

2. The only equipment substitutions requiring approval of the Department of Finance and the Chancellor's Office are policy items such as motor vehicles, aircraft, mobile laboratories—land or marine, television equipment, ADP equipment, carpeting, drapes, equipment items deleted from the approved equipment list, or any other items which are either controlled by statute or by administrative regulations.

3. Substitutions shall be approved by a qualified individual designated by the President. A list of those persons authorized to make such approvals shall be submitted to the Office of the Vice Chancellor for Physical Planning and Development and such list shall be kept current by the College.

4. The purchase orders for substituted equipment shall be prepared by the college business office in accordance with SAM Section 3558.11 and transmitted directly to the State Office of Procurement on substitutions over $500.00. Items not exceeding $500.00 need not be submitted if there is compliance with Executive Order No. 84.
Executive Order No. 92
Page Two
April 3, 1970

5. In order to provide for a post-audit on the purchases made under this exemption, the College Purchasing Office shall segregate, for auditing purposes, all purchase orders issued under this exemption. Each purchase order so segregated shall have attached to it for the college files, a statement which includes the following:

a. An explanation of the need and urgency of the newly requested item;

b. The ability to forego budgeted equipment; and

c. The reason the requested item was not budgeted.

DATED: April 3, 1970

[Signature]
Glenn S. Dumke, Chancellor

No. 92