

## **Title 4**

### **ADMINISTRATION**

#### **Part V. Policy and Procedure Memoranda**

#### **Chapter 13. Equipment Purchase Approval (BA-22)CPPM Number 43**

(Editor's Note: Form Number BA-22 was revised February 1983 and is not included. Copies of the revised form may be obtained from Forms Management; Division of Administration; Box 94095, Capitol Station, Baton Rouge, LA 70804-9095.)

#### **Subchapter A. General Provisions**

##### **§1301. Purpose**

A. It is the purpose of this memorandum to provide for Form BA-22 (Revised) to be used in all acquisitions of machinery and equipment allotted under Capital Outlays-Acquisitions. This form must accompany each requisition, affecting this allotment, submitted to the State Purchasing Section. After processing by the purchasing section, it must then be approved by the commissioner of Administration.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:7.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, October 1, 1971, revised July 1, 1973, promulgated LR 1:114 (February 1975).

##### **§1303. Authority of State Purchasing Officer**

A. The state purchasing officer is hereby directed to return, without action, any purchase requisition received without a properly executed BA-22 (Revised) attached.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:7.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, October 1, 1971, revised July 1, 1973, promulgated LR 1:114 (February 1975).

##### **§1305. Form BA-22 (Revised)**

A. Form BA-22 (Revised) is designed so that the agency can indicate by a check (T) mark whether the purchase is a scheduled item or a substitution for a scheduled item. It will further show by a check (T) and property tag number the equipment to be replaced. This equipment is to be turned in immediately to the Division of Administration Purchasing and Property Control Section upon receipt of the new equipment.

B. The machinery and equipment balance section of Form BA-22 (Revised) should indicate allotment balance as of the last purchase requisition submitted.

C. Agencies may reproduce attached Form BA-22 (Revised) as need dictates.

AUTHORITY NOTE: Promulgated in accordance with R.S. 39:7.

HISTORICAL NOTE: Written by the Office of the Governor, Division of Administration, October 1, 1971, revised July 1, 1973, promulgated LR 1:114 (February 1975).