

5 FAM 1350 ACQUISITION OF DESKTOP PUBLISHING EQUIPMENT

5 FAM 1351 REQUEST FOR APPROVAL

(TL:IM-17; 9-30-95)

a. To request approval for the acquisition of electronic and desktop publishing equipment that has large volume graphics and printing capability (this does not include personal computer hardware or software) send the Publishing Services Division (A/IM/IS/OIS/PS) a memorandum with the following:

- (1) Projects designed for production on the equipment;
- (2) How the project is currently being produced and by what office (if not the requesting office);
- (3) How long the equipment will be used;
- (4) Expected operational efficiencies;
- (5) Analysis of leasing costs and purchase options; and
- (6) Analysis of training costs.

b. A/IM/IS/OIS/PS will evaluate the request and respond with a memorandum indicating approval or disapproval, modifications, and/or suggestions. When ordering electronic and desktop publishing equipment through the Acquisition Division (A/OPR/ACQ), attach a copy of A/IM/IS/OIS/PS approval memorandum.

5 FAM 1352 THROUGH 1359 UNASSIGNED