

Department of the Interior Departmental Manual

Effective Date: 5/6/97

Series: Administrative Services

Part 314: Printing and Publications

Chapter 9: Reprographics Management

Originating Office: Office of Information Resources Management

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9.1 **Acquisition and Approval.** Bureaus are authorized to procure reprographic equipment without consulting the Department of the Interior's printing liaison.

9.2 **Bureau Responsibilities.** Bureaus will:

A. Designate a Reprographic Program Manager as a contact point with the Department of the Interior's printing liaison.

B. Approve procurement of reprographic equipment.

C. Maintain an accurate and up-to-date inventory of reprographic equipment.

D. Conduct management control reviews as required by the Office of Management and Budget, the Office of Financial Management, and the Federal Manager's Financial Integrity Act.

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