

Department of the Interior Departmental Manual

Effective Date: 2/8/79

Series: Administrative Services

Part 310: General

Chapter 2: Working Capital Fund

Originating Office: Office of Budget

310 DM 2

2.1 Authority. A working capital fund of \$300,000 is available without fiscal year limitation, for expenses necessary for the maintenance and operation of (1) a central reproduction service; (2) communication services; (3) a central supply service for stationery, supplies, equipment, blank forms, and miscellaneous materials, for which adequate stocks may be maintained to meet in whole or in part requirements of the bureaus and offices of the Department in the city of Washington and elsewhere; (4) a central library service; (5) health services; and (6) such other similar service functions as the Secretary determines may be performed more advantageously on a reimbursable basis. (43 U.S.C. 1467, 1468)

2.2 Activities Financed. The central activities in the Office of the Secretary financed by the working capital fund include: duplicating, telephone, storage and shipping, health, radio communications services, and other general administrative services.

2.3 Reimbursement for Services Performed. Full expenses of operation of the activities covered, including reserves for accrued annual leave and depreciation of equipment, are reimbursed from available funds of the bureaus and offices for which services are performed. Accounts for the fund are maintained by the Office of Secretarial Operations-Fiscal, and bills covering services rendered are submitted monthly or quarterly, depending on the activity.

2.4 Handbook. Additional information is available in the Office of the Secretary Working Capital Fund Handbook for the current fiscal year, which is prepared by the Division of Fiscal Services, Office of Secretarial Operations.

2/8/79 #2149

Replaces 11/3/71 #1357