

**ORDER**

U.S. DEPARTMENT OF TRANSPORTATION  
FEDERAL AVIATION ADMINISTRATION

GL AT 2500.1

GREAT LAKES REGION

10/30/91

SUBJ: AIR TRAFFIC ADMINISTRATIVE SUPPLY FUNDS

1. **PURPOSE.** This order provides policy and procedures for managing air traffic resources to purchase administrative supplies as described in the 2600 object classification series of GL 1370.3D, FAA Standard Codes Handbook-GL Region. It also establishes key locations for making small purchases by use of Standard Form 44, Purchase Order-Invoice-Voucher, Imprest Funds or Governmentwide Commercial Credit Card.
2. **DISTRIBUTION.** This Order is distributed to the section level and above in the Air Traffic Division and to all Air Traffic field facility managers within the Great Lakes Region.
3. **RESPONSIBILITIES.**
  - a. **Division.** The Resource Management Branch, AGL-520, is responsible for developing, allocating, and tracking the resource requirements for the Air Traffic Division that is applicable to all options.
  - b. **Field.** Hub, ARTCC, and AFSS Managers are responsible for implementing a tracking system to make sure that the supplies purchased are within the guidelines of the Small Purchase Order GL 4402.2H provisions. Managers must ensure:
    - (1) Procurement Plans are consistent with program requirements for each quarter of the fiscal year.
    - (2) Fiscal year obligations for first, second, and third quarter obligations for supply items purchased, be submitted no later than 14 calendar days before the last day of the quarter to accounting or imprest fund cashier.
    - (3) Fourth quarter obligations are processed in compliance with current issuance of GL 2700.10, Year-end Fiscal Procedures. Specifically no supply purchase are to be made in September to utilize funds unless it is an operational emergency approved by AGL-520.
    - (4) Excess Supply Funds are returned to AGL-520 for redistribution twenty (20) days before the last day of each quarter, via speed memo or fax.
    - (5) The FAA Depot (Oklahoma City) is used first to replenish field supply inventories until the depot no longer supports your facility.

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Initiated By: AGL-520

4. LOCATION/FUNDS ALLOCATED. An administrative SUPPLY fund is allocated to each Air Route Traffic Control Center (ARTCC), Hub Airport Traffic Control Tower (ATCT), and Automated Flight Service Station (AFSS), as follows:

a. Cleveland, OH ARTCC	\$5500.00/quarter
Minneapolis, MN ARTCC	\$4500.00/quarter
Chicago, IL ARTCC	\$7000.00/quarter
Indianapolis, IN ARTCC	\$4500.00/quarter
Chicago/O'Hare, IL ATCT	\$3500.00/quarter
Detroit/Metro, MI ATCT	\$2500.00/quarter
Minneapolis/Int'l, MN ATCT	\$2000.00/quarter
Indianapolis, IN ATCT	\$2000.00/quarter
Grand Rapids, MI ATCT	\$1500.00/quarter
Milwaukee/Mitchell, WI ATCT	\$1500.00/quarter
Springfield, IL ATCT	\$1500.00/quarter
Cleveland/Hopkins, OH ATCT	\$1500.00/quarter
Port Columbus, OH ATCT	\$1000.00/quarter
Fargo, ND ATCT	\$1000.00/quarter
Dayton, OH ATCT	\$1000.00/quarter
Kankakee, IL AFSS	\$1000.00/quarter
Lansing, MI AFSS	\$1000.00/quarter
Terre Haute, IN AFSS	\$1000.00/quarter
Cleveland, OH AFSS	\$1000.00/quarter
Princeton, MN AFSS	\$1000.00/quarter
Green Bay, WI AFSS	\$ 700.00/quarter
Dayton, OH AFSS	\$ 700.00/quarter

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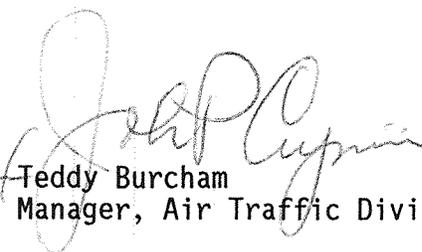
5. **PURCHASING AUTHORITY AND RESTRICTIONS.** Only personnel having a Delegation of Authority letter are allowed to issue SF-44's. Purchase Order-Invoice-Vouchers, Imprest Fund or Governmentwide Commercial Credit Card may be used if authorized. Additionally, certain items shall not be purchased using SF-44's, imprest funds, purchase order Invoice-Voucher or Government Commercial Credit Card because of mandatory contract sources. Under NO circumstances is this Administrative Supply Fund to be used for equipment in accordance with Small Purchase Order GL 4402.2H, Appendix 1, Restricted Purchase Items.

6. **CONTROL/COORDINATION PROCEDURES OF FUND RESOURCES.**

a. All Hubs should establish Procedures for controlling the administrative funds for facilities within their Hub.

b. Individual facility managers within a Hub shall coordinate with the Hub Manager/Administrative Officer/Administrative Assistant.

c. The Hub facility Administrative Officer/Administrative Assistant shall coordinate with AGL-520.

  
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