

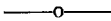
concerned with power to reduce budget items if the same are found to be in excess of needs, also approved of lump sum appropriations to State Agencies which must be budgeted in detail. The Board of Public Works is also authorized to adopt rules and regulations governing the business administration of State Agencies. All leases for the rental of office space must be approved by the Board of Public Works and authority is given that agency to designate the location of all State Agencies. The budget functions are performed by the Budget Bureau, the head of which is appointed by the Director of the Department. The Director of the Department has the authority to make proper investigations into the necessity for expenditures and is required also to study the operations and functions of various State Agencies. He is further required to study the various sources of revenue of the State.

Included in the Department also is the Purchasing Bureau, the head of which is appointed by the Director of the Department. This Bureau is charged with the purchase of all supplies, materials and equipment for the use of State Agencies.

A warehouse is maintained for the storage of supplies paid for out of a revolving fund of \$100,000.00. An accounting system has been developed, by means of which, through simple debit and credit entries, funds are transferred from Budget appropriations of Using Agencies to reimburse the Revolving Fund. Supplies are withdrawn from the warehouse with a consequent lessening in the amount of clerical labor on the part of the Using Agencies in the payment of invoices.

Monthly meetings are held with the Superintendents of the various State Institutions and other State Agencies, at which time samples are examined and contracts awarded. These monthly meetings furnish a good opportunity for the heads of the various State Agencies to meet and exchange advice with reference to the conduct of their departments and institutions.

Every advantage is made of the facilities which the State has for the testing of materials, supplies and equipment, determining those commodities most suitable for use. Advice is also sought of the various scientific agencies of the State to determine the composition of commodities offered for purchase, and subsequently to determine the comparison of delivered articles and samples submitted.



2—DIVISION OF DEPOSIT AND DISBURSEMENT
STATE TREASURER'S OFFICE—Annapolis

Name.	Postoffice.
State Treasurer:	
Hooper S. Miles (Term expires Jan., 1943)	Baltimore
Chief Clerk:	
Charles M. Speicher	Severna Park
Assistant Chief Clerk:	
Clarence M. Taylor	Baltimore
Assistant Clerks:	
Milton L. Tull	Annapolis
S. H. Jones	Baltimore
F. Blanche Richardson	Annapolis
H. M. Pawley	Baltimore
Grace P. Clark	Severna Park
Nettie M. Revelle	Annapolis