

Junior Stenographer:	
Annie M. Bowman.....	Baltimore
Senior Typist:	
Marie L. Kahler.....	Baltimore
Junior Typists:	
Esther Barnett.....	Baltimore
Mrs. Minna Lamon.....	Severna Park
Office Boy:	
Thomas E. Hindle.....	Baltimore
Warehouseman:	
Andrew G. Foley.....	Baltimore
Chauffeur:	
Vacant	
Watchman:	
Everett C. Chaney.....	Baltimore

This Department was created by Chapter 64 of the Acts of the General Assembly, 1939 Session, and combines the functions of budget making and purchasing. Under the law, the Director of the Department prepares a tentative State Budget for the Governor's consideration. Included in the law also are important provisions relating to fiscal control by the Board of Public Works. These controls are concerned with power to reduce budget items if the same are found to be in excess of needs; also approval 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.

The Director of the Department is also an ex-officio member of the Board of Trustees of the State Employees' Retirement System and of the State Employees' Standard Salary Board. The present incumbent acts as the Secretary of both of these Boards.

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 Supplies are withdrawn from the warehouse with a consequent lessening in the amount of clerical labor on the part of the Using Agencies in the payment of invoices.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