

**BALTIMORE PUBLIC BUILDINGS AND GROUNDS**

Henry C. Evans, Superintendent  
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The Office of Baltimore Public Buildings and Grounds was created by Chapter 97, Acts of 1970, as part of the Department of General Services, replacing the Superintendent of State Office Buildings—Baltimore, which was created by Chapter 40, Acts of 1958. The Superintendent is charged with the responsibility of operating, maintaining and protecting the State Office Building, the State Highway Administration Building, the former Department of Motor Vehicles Building and such other buildings and grounds owned or controlled by the State in the Baltimore area as designated by the Board of Public Works. The cost of operating these buildings is borne, partially by funds collected from Special Fund agencies (Code 1957, 1971 Repl. Vol., Art. 41, sec. 140).

Appropriations	1971	1972
General Funds .....	\$ 785,886	\$ 929,832
Special Funds .....	344,105	374,911
	\$1,129,991	\$1,304,743
Totals .....		
Staff: 1971, 94; 1972, 98.		

**OFFICE OF CENTRAL SERVICES**

The Director of the Office of Central Services is responsible for supervising and coordinating the Purchasing Bureau, the Communications Section, the Office Services Section (printing and duplicating) and the Hall of Records Commission.

**PURCHASING BUREAU**

Stanley J. Hanna, Chief, Purchasing Bureau

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The Purchasing Bureau, initially created as the Central Purchasing Bureau by Chapter 184, Acts of 1920, became a part of the Department of Budget and Procurement and its name changed to the Purchasing Bureau by Chapter 64, Acts of 1939. When the Department of Budget and Fiscal Planning, was created by Chapter 78, Acts of 1969, the Purchasing Bureau was assigned to that Department, but it was placed under the Secretary of General Services on August 1, 1970.

The Purchasing Bureau is responsible for the purchase of all materials, supplies and equipment for the use of every State agency. The Secretary, through the Bureau, formulates standards for all materials, supplies and equipment to be purchased for the using authorities of the State. It maintains a warehouse for storing supplies and purchases them from a \$400,000 Revolving Fund. These supplies are bought by State agencies which receive invoices and then replenish or repay the Revolving Fund in the same manner as do other vendors (Code 1957, 1971 Repl. Vol., Art. 41, secs. 231G-231K).

The Purchasing Bureau is also responsible for the distribution of donable foods from the Production and Consumer Food Programs of the U. S. Department of Agriculture and for administering the Special Milk Program for summer camps and child-care institutions.