

Chapter: General Financial Provisions
Rule: Space and Equipment Acquisition

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ACA Standard(s): 3-JTS-1A-23

(a) **Policy.**

The Texas Youth Commission considers its work space and equipment needs during the annual budget process.

(b) **Rules.**

(1) **Requests.**

- (A) Program administrators determine the number of offices and square footage needed based on standards of the General Services Commission for state offices.
- (B) Program administrators determine the type and amount of equipment needed.
- (C) Space and equipment needs are incorporated into the program budget requests and sent to the appropriate director of juvenile corrections.

(2) **Evaluation.**

- (A) The appropriate director of juvenile corrections evaluates the requests based on priority needs and approves or recommends action during the budget process.

(B) **Equipment.**

If approved, the program may proceed with purchase of equipment.

(C) **Lease Space.**

If approved, the directors of juvenile corrections, the agency architect, and business services prepare specifications to begin the lease of office space process.

(D) **Building Space.**

If approved, the director of juvenile corrections and the maintenance operations department prepare documentation which identifies new space needs or renovation of existing space. Approved projects are considered for incorporation into the agency's six year capital improvements plan for new construction. The process then enters the formal agency planning and is considered as part of the Legislative Appropriations Request (LAR).
