

	STATE OF ALASKA DEPARTMENT OF TRANSPORTATION AND PUBLIC FACILITIES		POLICY AND PROCEDURE NUMBER DPOL 10.03.010	PAGE 1 of 1
	Policy and Procedure			EFFECTIVE DATE April 1, 1994
SUBJECT Procurement, Maintenance, and Control of Surveying Instruments			SUPERSEDES	DATED
TITLE Procurement and Property	CHAPTER Controlled Property, Inventory and Fixed Assets	APPROVED BY <p style="text-align: center;">Signature on File</p>		

PURPOSE

To establish the policy and assign responsibility for the procurement, control, maintenance, use, and establishment of rental rates for surveying instruments which cost \$1500 or more.

POLICY

All Department of Transportation and Public Facilities (DOT&PF) surveying instruments, whose cost is greater than \$1500, will be purchased, controlled, warehoused, and maintained in accordance with procedures established by the Surveying Instrument Laboratory (SIL). Any equipment needed by any DOT&PF agency that costs less than \$1500 can be purchased through the SIL and turned over to the using agency for use, warehousing, maintenance, and repair.

- A. This pool of survey instruments will be available on a first-priority basis to all divisions and sections within DOT&PF.
- B. All other elements of State government will be on a second-priority basis. This will point toward better utilization of State owned surveying instruments.

The SIL will establish and adjust rental rates in accordance with a federally approved Cost Allocation Plan that will 1) Provide revenues in sufficient amounts to cover operating costs; 2) Collect depreciation revenues for the replacement of equipment when the useful life is exhausted; and 3) Provide a mechanism to maximize utilization of this valuable equipment to the fullest extent practicable.

The SIL will be responsible for identification of obsolete, damaged, or excess survey instruments available for disposal, and budgeting for replacement instruments.

AUTHORITY

AS 44.42.020; Federal Office of Management & Budget Circular A-87.

IMPLEMENTATION RESPONSIBILITY

The Director, Engineering and Operations