

**MARYLAND JUDICIARY
ADMINISTRATIVE OFFICE OF THE COURTS
PROCUREMENT AND CONTRACT ADMINISTRATION**

**POLICY IMPLEMENTATION MEMORANDUM PCA 017
REVISIONS TO THE ADMINISTRATIVE OFFICE OF THE COURTS
INVENTORY CONTROL MANUAL
July 1, 2008**

References:

None.

Purpose:

To authorize revisions to the Administrative Office of the Courts' Inventory Control Manual. These changes are attached here as Exhibit A. The most notable changes are the changes in the Capital Equipment Threshold (increased from \$500 to \$1000) and Controls for Non-Capital Equipment also known as sensitive items (threshold increased from \$100 to \$250).

Applicability:

This policy applies to all inventory items under the control of the Administrative Office of the Courts.

Definitions:

None.

Procedure:

Non-applicable

Exceptions:

This policy does not apply to the District Court of Maryland.

Effective Date: July 1, 2008.

**POLICY IMPLEMENTATION MEMORANDUM
PCA 017**

Reviewed:

Raymond Mack, Executive Director
Procurement and Contract Administration

Approved:

Faye D. Gaskin
Deputy State Court Administrator

Approved:

Robert M. Bell, Chief Judge
Court of Appeals