



# Administrative Office of the Courts

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## Operations

### Memorandum

Date: November 13, 2019

To: Whom It May Concern

From: Kevin J. Kelly  
Director  
Department of Procurement, Contract & Grant Administration

Attached is a copy of the Maryland Judiciary Procurement Policy, Grants Administration, Revised November 2019

The following language was added to the Grants Administration Policy:

#### (2) GRANTS RECEIVED BY THE MARYLAND JUDICIARY

The acquisition and disposal of equipment or fixed assets acquired through federal funds must be reported to the Assistant State Court Administrator – Operations. The assets must be used, managed, and disposed of in accordance with the Terms and Conditions of the Notice of Grant Award.

The Judiciary Property – Inventory Control Manual can be located online at:

<https://www.mdcourts.gov/sites/default/files/import/employeehandbook/pdfs/inventorycontrolmanual.pdf>

Programs administering federal funds on behalf of the Judiciary should review the Inventory Control Manual, as well as Terms and Conditions of Notice of Grant Awards to ensure compliance with the Grant Administration Policy, the Inventory Control Manual and Terms and Conditions of the Notice of Grant Award.