

EXECUTIVE ORDER 81-14

Office Systems and Equipment Acquisitions

WHEREAS, diminishing state and Federal revenues have underscored the need to adopt office practices and approaches that maximize state government productivity; and

WHEREAS, there exists a continuing need to utilize effectively existing printing, duplicating, micrographic, copying, word-processing and related resources; and

WHEREAS, office system technology and equipment are often inter-dependent; and

WHEREAS, constantly changing technology and the vast array of equipment on the market can lead to difficulty when modifying systems and obtaining equipment; and

WHEREAS, equipment analysts of the Printing and Duplicating Management Center will be combined with the State Purchasing Division effective July 1, 1981; and

WHEREAS, the efficiency and effectiveness of offices of the state of Washington are influenced by office systems and equipment.

NOW, THEREFORE, I, John Spellman, Governor of the state of Washington, in view of the above concerns do hereby:

(1) Establish an Office Systems Committee composed of the Director of the Office of Financial Management, the Director of the Department of General Administration and the Public Printer, or their respective designees. The Committee shall:

(a) Coordinate the administrative duties of its members pursuant to RCW 43.19.190-200, RCW 43-88 and RCW 43.78 to effect efficient and economic purchases of printing, duplicating, micrographic, copier, word-processing and related equipment regardless of usage or source of funds.

(b) Establish coordinated procedures for the review and approval of the purchase of such equipment.

(c) Resolve related disputes.

(2) Direct all state agencies to follow the procedures established by the Committee.

(3) Direct all state agencies to use the resources and expertise of the State Purchasing Division for the following purposes:

(a) guidance and assistance in the development of office systems in the areas of printing, duplicating, micro-graphics, word-processing, and copying;

(b) assistance with the selection of equipment;

(c) acquisition of equipment.

This Executive Order shall become effective on July 12, 1981.

IN WITNESS WHEREOF, I have hereunto set
my hand and caused the seal of the State of
Washington to be affixed at Olympia this
12th day of July A.D., Nineteen hundred and eighty-
one.

John Spellman
Governor of Washington

BY THE GOVERNOR:

Secretary of State
