



October 3, 2003

**OKLAHOMA BULLETIN NO. OK250-4-1**

**SUBJECT: FNM – FY2004 Budget Allocation for Oklahoma**

**Purpose:** To inform NRCS employees of budgetary constraints

**Expiration Date:** September 30, 2004

In light of the continuing resolution and possibilities of a budget short fall, Oklahoma NRCS is imposing the following actions effective immediately.

Each employee is expected to fully cooperate in reducing budgetary costs by being prudent while meeting critical mission responsibilities.

**Travel**

- All travel requests to attend meetings will be considered on a case by case basis.
- Out of state travel is restricted to critical agency responsibilities. All out of state travel must be approved in advance. Requests should be submitted to Ed Kephart, State Administrative Officer. A committee comprised of Les Conner, Kevin Norton, Randy Freeland, and James Wood, will review requests and make authorization determinations.

**Purchases**

- There will be no new equipment purchases. Equipment replacement will be limited to meeting critical agency responsibilities. Purchases necessary to maintain a safe and healthy workplace, (i.e., vehicle tires, broken chairs, etc.) should be purchased as needed. Requests greater than \$500.00 should be submitted to Ed Kephart, State Administrative Officer.
- Supplies should be purchased conservatively to meet agency needs. Purchasers should plan orders in advance and utilize mandatory source suppliers, i.e., Boise Cascade.

/s/

M. DARREL DOMINICK  
State Conservationist

DIST: AE