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## CHAPTER 3. EQUIPMENT

### 3-1 Acquisition

- A. Headquarters. No printing or related equipment, including office copiers, may be purchased, rented or otherwise acquired by any office or official of the Department without the written consent of the Chief, Printing Branch and/or the Joint Committee on Printing. All requests for equipment acquisition should be sent to the Chief, Printing Branch, who will evaluate the requests and make the appropriate decision.
- B. Regional and Field Offices. Approval for acquisition of printing or related equipment must be obtained from the Chief, Printing Branch at Headquarters. Approval for the acquisition of office copiers must be obtained from the Regional Director, Administrative Services Division or that position's equivalent. If equipment requires the attendance of a trained, dedicated operator, approval must also be obtained from Headquarters' Chief, Printing Branch, MSD, OAMS, and the Joint Committee on Printing.

### 3-2 Disposal and Relocation

- A. Headquarters. No printing or related equipment, including office copiers, may be relocated, disposed of as surplus, traded for replacement, or otherwise disposed of in any manner without the written consent of the Chief, Printing Branch, MSD, OAMS.
- B. Regional and Field Offices. Approval for disposal and relocation of printing or related equipment must be obtained from the Chief, Printing Branch, MSD, OAMS. Approval for disposal and relocation of copier equipment must be obtained from the Regional Director, Administrative Services Division or that position's equivalent.