



DEPARTMENT OF MANAGEMENT
SERVICES

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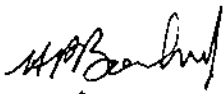
LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

February 13, 1998

MEMORANDUM NO. 16 (97-98)

TO: Insurance Coordinator Addressed

FROM: H.P. Barker Jr., CPPO 
Chief, Bureau of Procurement

SUBJECT: Electronic Data Processing (EDP) Insurance Loss Payments

We have been asked how an Agency should seek spending authority under the EDP Insurance Program once a loss payment is received from the Insurance Company. The Governor's Office of Planning and Budgeting office has provided the following guidelines:

- Upon receipt of payment for a loss under this policy, the agency shall deposit the monies into one of the Agency's trust funds. The agency then must request spending authority from the Governor's Office of Planning and Budgeting (OPB), pursuant to the provisions of section 216.181, Florida Statutes, in order to purchase a replacement unit. The budget amendment should be requested in the Special Expenses, 800000, appropriation category. The budget amendment request must include a copy of the claims forms and a copy of the payment received from the insurer. The request to OPB must be submitted through the Agency's budget office using standard budget amendment procedures. If an agency that has no trust funds incurs a loss, they would have to wait for the Legislature to make an appropriation before they could replace the equipment.
- This still does not address the problem of agencies that are funded only from General Revenue, such as the Parole Commission. We cannot approve budget amendments in the General Revenue Fund. We do not see a way around that problem.

If you have any questions, please do not hesitate to call Theresa Dollar at (850) 488-7516.

HPB/td