CHAPTER 3. FUNDING FOR OFFICE INFORMATION SYSTEMS

3-1.   POLICY STATEMENT. Microcomputer and word processing
        equipment, software, and maintenance are budgeted for at the
        Headquarters level. The budget is centrally administered by
        IPS. Exceptions to this policy are contained in the following
        paragraphs.

3-2.   EXCEPTIONS. Exceptions to the above policy pertain to:

        o   Non-Headquarters supported software.

        o   Repairs of non-standard HUD-owned microcomputer and
                word processing equipment.

        o   Rental/lease of microcomputer and word processing
                equipment.

        a. NON-HEADQUARTERS SUPPORTED SOFTWARE:

        o   User funded.

        o   Additional funding will not be available to increase
                users' budgets for this purpose.

        b. NON-STANDARD HUD-OWNED MICROCOMPUTER AND MINICOMPUTER
            EQUIPMENT:

        o   IPS funds repairs for Headquarters.

        o   Each Region funds maintenance/repairs in that
                Region.

        c. RENTAL/LEASE OF MICROCOMPUTER EQUIPMENT AND ITS
            MAINTENANCE:

        o   Individual operating budget holders fund in
                Headquarters.

        o   Each Region funds all associated costs in that
                Region.

3-3.   FUNDING OF OIS SUPPLIES AND FURNITURE.

        a. EXPENDABLE SUPPLIES (ribbons, diskettes, print wheels,
            etc.) are funded and purchased by the users. IPS approval
            is not required.

        b. FURNITURE is funded by the Office of Administrative and
            Management Services (OAMS).

        c. SECURITY DEVICES, such as anchor pads or cables affixed to
            workstations, are funded by OAMS.