

**CONTRACT ADMINISTRATION & PROCUREMENT - 04**

The Contract Administration and Procurement Division provides overall management and direction for the County's purchasing functions in accordance with the legal authority established by Section 603 of the Charter, Subtitle 10A of the Prince George's County Code. This Division is responsible for procurement of contractual services and commodities. It oversees delegated procurement activities and reports on the County's Minority Business Enterprises (MBE) activities. The inventory control and asset management functions are also part of duties of this Division. These functions include storing, retrieving and disposing of surplus property, managing warehouse operations and storage, selling and/or returning of forfeited assets seized by law enforcement officials.

	FY2002 ACTUAL	FY2003 BUDGET	FY2003 ESTIMATED	FY2004 PROPOSED	CHANGE FY2003-FY2004
<b>EXPENDITURE SUMMARY</b>					
Compensation	\$ 984,785	\$ 1,176,400	\$ 1,176,400	\$ 1,231,700	4.7%
Fringe Benefits	211,291	263,500	263,500	328,200	24.6%
Operating Expenses	230,063	307,000	293,400	307,000	0%
Capital Outlay	0	0	0	0	0%
<b>Sub-Total</b>	<b>\$ 1,426,139</b>	<b>\$ 1,746,900</b>	<b>\$ 1,733,300</b>	<b>\$ 1,866,900</b>	<b>6.9%</b>
Recoveries	(139,936)	(161,400)	(161,600)	(161,700)	0.2%
<b>TOTAL</b>	<b>\$ 1,286,203</b>	<b>\$ 1,585,500</b>	<b>\$ 1,571,700</b>	<b>\$ 1,705,200</b>	<b>7.5%</b>
<b>STAFF</b>					
Full Time - Civilian	-	28	-	28	0%
Full Time - Sworn	-	0	-	0	0%
Part Time	-	0	-	0	0%
Limited Term Grant	-	0	-	0	0%