

FIN G2/3/18(88)II

GOVERNMENT SECRETARIAT
HONG KONG
27 September 1990

FINANCIAL CIRCULAR NO. 9/90

Furniture and Equipment for Projects in the Public Works Programme

(Note : Distribution of this Circular is **Scale C**. It should be read by Controlling Officers, departmental secretaries and accountants, and by all other officers concerned with the Capital Works Reserve Fund.)

This circular sets out the revised arrangements for seeking approval for the purchase of furniture and equipment (F & E) for projects in the Public Works Programme, and replaces the arrangements laid down in paragraphs 12 to 14 of Financial Circular No. 23/82.

2. Controlling Officers for Capital Works Reserve Fund (CWRF) heads may not allocate funds for F & E to client departments, or commit funds themselves for the purchase of F & E, without the prior approval of Finance Branch/Government Property Agency. The client department or the Controlling Officer of a CWRF head wishing to order F & E items for a project, in the case of **standard office and quarter** furniture and appliances including telephone systems, should seek the approval of Government Property Agency by providing details of the items required, their estimated cost and the justification for the requirement. In the case of **other** furniture requirements and **all** equipment items, he should continue to seek the approval of Finance Branch. In both cases, approval will be issued in the form of a memo with which a client department can seek allocation from the Controlling Officer. His application to the Controlling Officer must indicate the financial years in which expenditure is forecast to arise.

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To : Heads of Departments
c.c. Registrar, Supreme Court (f.i.)

* 委員會秘書附註：本文件只備英文本。

The Controlling Officer should issue an allocation warrant covering only the requirement for the current financial year noting the balance, if any, required for subsequent years. For the balance of the requirements, a further application in memo form (quoting the earlier approval), at the beginning of the relevant financial year, to the Controlling Officer for an allocation warrant will suffice.

3. Where, as a result of increases in prices, under-estimation or changes in requirements, the amount approved becomes insufficient, the client department or Controlling Officer must seek the approval of Finance Branch/Government Property Agency for the allocation of additional funds, giving full justification for the increase sought.

HAMISH MACLEOD
Secretary for the Treasury