

COMMITTEE REPORT

4/2/75

SENATE

Mr. President:

Date 4/23/75

The Committee on FINANCE has had SB 279 relating to competitive bids

under consideration. A Majority of the members of the Committee

- () recommends it DO PASS
- () recommends it DO NOT PASS
- (X) recommends it DO PASS WITH ATTACHED AMENDMENT(S)
- () recommends it BE REPLACED WITH CS FOR _____ AND THAT
CS FOR _____ DO PASS
- () "and" recommends it BE REFERRED TO THE _____
COMMITTEE
- () reports it back WITHOUT RECOMMENDATION
- () "other"

Members signing the Majority report:

<u>[Signature]</u>	<u>[Signature]</u>	_____
<u>[Signature]</u>	_____	_____
<u>[Signature]</u>	_____	_____

Members NOT concurring in the Majority report:

<u>[Signature]</u>	recommends: <u>[Signature]</u>
_____	recommends:
_____	recommends:
_____	recommends:
_____	recommends:

[Signature] Chairman

A M E N D M E N T

Offered in the SENATE

By SENATE FINANCE

To: _____ SENATE BILL NO. _____

_____ HOUSE BILL NO. _____

AMENDMENT: Page 1 Line 10

AMOUNT: \$3,000

ENCLAVE: \$2,500

Page 1 Line 12

AMOUNT: \$3,000

ENCLAVE: \$2,500

STATE OF ALASKA

DEPARTMENT OF ADMINISTRATION

DIVISION OF GENERAL SERVICES/SUPPLY

JAY S. HAMMOND, Governor

POUCH C - JUNEAU 99811

April 3, 1975

Senator Frank R. Ferguson
Chairman
Committee on State Affairs
Alaska State Legislature
Pouch V
State Capitol
Juneau, Alaska 99811

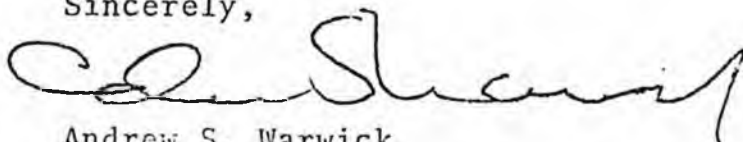
Dear Senator Ferguson,

Pursuant to your April 2nd telecon with Bud Saylor, this letter shall confirm the conversation and Administration's written request to amend SB 279, "An Act Relating to Competitive Bid".

As advised by Mr. Saylor, we wish the \$3,000 expenditure limit reduced to \$2,500 to prevent possible conflict with Federal Grants-in-Aid procurement limits, which are \$2,500 also.

Thank you for your cooperation. If I can be of further assistance, please advise.

Sincerely,



Andrew S. Warwick
Commissioner

cc: Bud Saylor

The Legislature of the State of Alaska
FISCAL NOTE

First Session - Ninth Legislature

I. REQUEST
 Bill No. S. B. 279
 Title: An Act relating to competitive bids
 Requested by: Senate State Affairs Date: 3/24/75
 Return Date Requested: MARCH 24, 1975
 Agency: Administration Program: Budget and Management

II. FISCAL DETAIL
 Budget Request Unit(s) Affected: _____
 A. EXPENDITURES: (Thousands of dollars)

OBJECT	FY 75	FY 76	FY 77	FY 78	FY 79	FY 80
100 PERSONAL SERVICES						
200 TRAVEL						
300 CONTRACTUAL		(10.0)				
400 COMMODITIES		(5.0)				
500 EQUIPMENT						
600 LAND & STRUCTURES						
700 GRANTS, CLAIMS, ETC.						
TOTAL		(15.0)				

B. FUNDING: (Thousands of dollars)

GENERAL FUND		(15.0)				
FEDERAL FUNDS						
OTHER						

C. POSITIONS:

PERMANENT/TEMPORARY	/	/	/	/	/	/
MAN MONTHS (P./T.)	/	/	/	/	/	/

III. ANALYSIS (See Fiscal Note Preparation Instructions, Section III)

IV. ATTACHMENTS

V. DATE: March 24, 1975 PREPARED BY: Wayne E. Weeks

Original: Legislative Finance
 cc: Budget and Management
 Prime Sponsor (First Legislator Named)

Introduced: 3/18/75
Referred: State Affairs

1 IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 EIGHTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(2) is amended to read:

9 (2) if the amount of the contractual services, purchase, or
10 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
11 solicited, when practicable, by publication in a newspaper calculated
12 to reach prospective bidders and by posting notices in public places
13 within the area where the work is to be performed or material furnished
14 and in addition the department may also designate a trade journal for
15 publication; the department shall also solicit bids by sending no-
16 tices by mail to all active prospective bidders known to it and all
17 bids shall be sealed when received, and shall be opened in public at
18 the hour stated in the notice; the department may negotiate directly
19 if it finds that it is in the best interests of the state;

20 * Sec. 2. AS 37.05.230(3) is amended to read:

21 (3) a contractual service, purchase or sale where the
22 known requirements are estimated to be less than \$3,000 [\$1,000] may
23 be made either upon competitive bids in accordance with (2) of this
24 section or in the open market, in the discretion of the department;
25 but, so far as practicable, shall be based on at least three com-
26 petitive bids and recorded as provided in sec. 240 of this chapter;
27 small purchases of less than \$300 [\$100] in the discretion of the de-
28 partment may be made on the open market, and may be by cash payment
29 from petty cash accounts set aside for that purpose; the department

1 shall determine the amount of the petty cash accounts needed by each
2 state agency, and inspect the petty cash accounts at least once each
3 year to determine that the total plus amounts of receipts for un-
4 replenished disbursements is equal to the fixed sum of cash set aside;
5 shortages in petty cash accounts are a personal liability of the
6 responsible head of the agency to whom the account is set aside; the
7 department shall make all necessary rules and regulations governing
8 use and replenishment of petty cash funds;
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Original sponsor: Rules Committee by
request of the Governor

Offered: 4/2/75
Referred: Finance

1 IN THE SENATE BY THE STATE AFFAIRS COMMITTEE

2 CS FOR SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(1) is amended to read:

9 (1) a contract for construction and repairs, or a purchase
10 of and contract for supplies, materials, equipment, and contractual
11 services must be based on competitive bids; an award shall be made to
12 the lowest responsible bidder after advertising for bids, except that
13 (A) repealed; (B) a bid shall be awarded to an Alaska bidder if his
14 bid is not more than 10 [FIVE] per cent higher than the lowest non-
15 resident bidder's; and (C) competitive bids need not be required (i)
16 for contractual services where no competition exists; (ii) for sales
17 involving fair trade items; (iii) when, in the judgment of the pur-
18 chasing agent, food, clothing, or medical supplies, or materials for use
19 in laboratory and experimental studies may be purchased otherwise to the
20 best advantage of the state; (iv) where rates are fixed by law or
21 ordinance; (v) for items traded in on like items; or (vi) for profes-
22 sional services;

23 * Sec. 2. AS 37.05.230(2) is amended to read:

24 (2) if the amount of the contractual services, purchase, or
25 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
26 solicited, when practicable, by publication in a newspaper calculated
27 to reach prospective bidders and by posting notices in public places
28 within the area where the work is to be performed or material furnished
29 and in addition the department may also designate a trade journal for

1 publication; the department shall also solicit bids by sending notices
2 by mail to all active prospective bidders known to it with offices
3 within the state and all bids shall be sealed when received, and shall
4 be opened in public at the hour stated in the notice; the department may
5 negotiate directly if it finds that it is in the best interests of the
6 state;

7 # Sec. 3. AS 37.05.230(3) is amended to read:

8 (3) a contractual service, purchase or sale where the
9 known requirements are estimated to be less than \$3,000 [\$1,000] may
10 be made either upon competitive bids in accordance with (2) of this
11 section or in the open market, in the discretion of the department;
12 but, so far as practicable, shall be based on at least three competi-
13 tive bids and recorded as provided in sec. 240 of this chapter; small
14 purchases of less than \$300 [\$100] in the discretion of the department
15 may be made on the open market, and may be by cash payment from petty
16 cash accounts set aside for that purpose; the department shall deter-
17 mine the amount of the petty cash accounts needed by each state agency,
18 and inspect the petty cash accounts at least once each year to determine
19 that the total plus amounts of receipts for unreplenished disbursements
20 is equal to the fixed sum of cash set aside; shortages in petty cash
21 accounts are a personal liability of the responsible head of the agency
22 to whom the account is set aside; the department shall make all neces-
23 sary rules and regulations governing use and replenishment of petty
24 cash funds;

Original sponsor: Rules Committee by
request of the Governor

Offered: 4/2/75
Referred: Finance

1 IN THE SENATE

BY THE STATE AFFAIRS COMMITTEE

2 CS FOR SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(1) is amended to read:

9 (1) a contract for construction and repairs, or a purchase
10 of and contract for supplies, materials, equipment, and contractual
11 services must be based on competitive bids; an award shall be made to
12 the lowest responsible bidder after advertising for bids, except that
13 (A) repealed; (B) a bid shall be awarded to an Alaska bidder if his
14 bid is not more than 10 [FIVE] per cent higher than the lowest non-
15 resident bidder's; and (C) competitive bids need not be required (i)
16 for contractual services where no competition exists; (ii) for sales
17 involving fair trade items; (iii) when, in the judgment of the pur-
18 chasing agent, food, clothing, or medical supplies, or materials for use
19 in laboratory and experimental studies may be purchased otherwise to the
20 best advantage of the state; (iv) where rates are fixed by law or
21 ordinance; (v) for items traded in on like items; or (vi) for profes-
22 sional services;

23 * Sec. 2. AS 37.05.230(2) is amended read:

24 (2) if the amount of the contractual services, purchase, or
25 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
26 solicited, when practicable, by publication in a newspaper calculated
27 to reach prospective bidders and by posting notices in public places
28 within the area where the work is to be performed or material furnished
29 and in addition the department may also designate a trade journal for

1 publication; the department shall also solicit bids by sending notices
2 by mail to all active prospective bidders known to it with offices
3 within the state and all bids shall be sealed when received, and shall
4 be opened in public at the hour stated in the notice; the department may
5 negotiate directly if it finds that it is in the best interests of the
6 state;

7 * Sec. 3. AS 37.05.230(3) is amended to read:

8 (3) a contractual service, purchase or sale where the
9 known requirements are estimated to be less than \$3,000 [\$1,000] may
10 be made either upon competitive bids in accordance with (2) of this
11 section or in the open market, in the discretion of the department;
12 but, so far as practicable, shall be based on at least three competi-
13 tive bids and recorded as provided in sec. 240 of this chapter; small
14 purchases of less than \$300 [\$100] in the discretion of the department
15 may be made on the open market, and may be by cash payment from petty
16 cash accounts set aside for that purpose; the department shall deter-
17 mine the amount of the petty cash accounts needed by each state agency,
18 and inspect the petty cash accounts at least once each year to determine
19 that the total plus amounts of receipts for unreplenished disbursements
20 is equal to the fixed sum of cash set aside; shortages in petty cash
21 accounts are a personal liability of the responsible head of the agency
22 to whom the account is set aside; the department shall make all neces-
23 sary rules and regulations governing use and replenishment of petty
24 cash funds;

Original sponsor: Rules Committee by
request of the Governor

Offered: 4/2/75
Referred: Finance

1 IN THE SENATE BY THE STATE AFFAIRS COMMITTEE

2 CS FOR SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(1) is amended to read:

9 (1) a contract for construction and repairs, or a purchase
10 of and contract for supplies, materials, equipment, and contractual
11 services must be based on competitive bids; an award shall be made to
12 the lowest responsible bidder after advertising for bids, except that
13 (A) repealed; (B) a bid shall be awarded to an Alaska bidder if his
14 bid is not more than 10 [FIVE] per cent higher than the lowest non-
15 resident bidder's; and (C) competitive bids need not be required (i)
16 for contractual services where no competition exists; (ii) for sales
17 involving fair trade items; (iii) when, in the judgment of the pur-
18 chasing agent, food, clothing, or medical supplies, or materials for use
19 in laboratory and experimental studies may be purchased otherwise to the
20 best advantage of the state; (iv) where rates are fixed by law or
21 ordinance; (v) for items traded in on like items; or (vi) for profes-
22 sional services;

23 * Sec. 2. AS 37.05.230(2) is amended to read:

24 (2) if the amount of the contractual services, purchase, or
25 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
26 solicited, when practicable, by publication in a newspaper calculated
27 to reach prospective bidders and by posting notices in public places
28 within the area where the work is to be performed or material furnished
29 and in addition the department may also designate a trade journal for

1 publication; the department shall also solicit bids by sending notices
2 by mail to all active prospective bidders known to it with offices
3 within the state and all bids shall be sealed when received, and shall
4 be opened in public at the hour stated in the notice. the department may
5 negotiate directly if it finds that it is in the best interests of the
6 state;

7 * Sec. 3. AS 37.05.230(3) is amended to read:

8 (3) a contractual service, purchase or sale where the
9 known requirements are estimated to be less than \$3,000 [\$1,000] may
10 be made either upon competitive bids in accordance with (2) of this
11 section or in the open market, in the discretion of the department;
12 but, so far as practicable, shall be based on at least three competi-
13 tive bids and recorded as provided in sec. 240 of this chapter; small
14 purchases of less than \$300 [\$100] in the discretion of the department
15 may be made on the open market, and may be by cash payment from petty
16 cash accounts set aside for that purpose; the department shall deter-
17 mine the amount of the petty cash accounts needed by each state agency,
18 and inspect the petty cash accounts at least once each year to determine
19 that the total plus amounts of receipts for unreplenished disbursements
20 is equal to the fixed sum of cash set aside; shortages in petty cash
21 accounts are a personal liability of the responsible head of the agency
22 to whom the account is set aside; the department shall make all neces-
23 sary rules and regulations governing use and replenishment of petty
24 cash funds;

Introduced: 3/18/75
Referred: State Affairs

1 IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 EIGHTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(2) is amended to read:

9 (2) If the amount of the contractual services, purchase, or
10 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
11 solicited, when practicable, by publication in a newspaper calculated
12 to reach prospective bidders and by posting notices in public places
13 within the area where the work is to be performed or material furnished
14 and in addition the department may also designate a trade journal for
15 publication; the department shall also solicit bids by sending no-
16 tices by mail to all active prospective bidders known to it and all
17 bids shall be sealed when received, and shall be opened in public at
18 the hour stated in the notice; the department may negotiate directly
19 if it finds that it is in the best interests of the state;

20 * Sec. 2. AS 37.05.230(3) is amended to read:

21 (3) a contractual service, purchase or sale where the
22 known requirements are estimated to be less than \$3,000 [\$1,000] may
23 be made either upon competitive bids in accordance with (2) of this
24 section or in the open market, in the discretion of the department;
25 but, so far as practicable, shall be based on at least three com-
26 petitive bids and recorded as provided in sec. 240 of this chapter;
27 small purchases of less than \$300 [\$100] in the discretion of the de-
28 partment may be made on the open market, and may be by cash payment
29 from petty cash accounts set aside for that purpose; the department

1 shall determine the amount of the petty cash accounts needed by each
2 state agency, and inspect the petty cash accounts at least once each
3 year to determine that the total plus amounts of receipts for un-
4 replenished disbursements is equal to the fixed sum of cash set aside;
5 shortages in petty cash accounts are a personal liability of the
6 responsible head of the agency to whom the account is set aside; the
7 department shall make all necessary rules and regulations governing
8 use and replenishment of petty cash funds;
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Introduced: 3/18/75
Referred: State Affairs

1 IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 EIGHTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(2) is amended to read:

9 (2) If the amount of the contractual services, purchase, or
10 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
11 solicited, when practicable, by publication in a newspaper calculated
12 to reach prospective bidders and by posting notices in public places
13 within the area where the work is to be performed or material furnished
14 and in addition the department may also designate a trade journal for
15 publication; the department shall also solicit bids by sending no-
16 tices by mail to all active prospective bidders known to it and all
17 bids shall be sealed when received, and shall be opened in public at
18 the hour stated in the notice; the department may negotiate directly
19 if it finds that it is in the best interests of the state;

20 * Sec. 2. AS 37.05.230(3) is amended to read:

21 (3) a contractual service, purchase or sale where the
22 known requirements are estimated to be less than \$3,000 [\$1,000] may
23 be made either upon competitive bids in accordance with (2) of this
24 section or in the open market, in the discretion of the department;
25 but, so far as practicable, shall be based on at least three com-
26 petitive bids and recorded as provided in sec. 240 of this chapter;
27 small purchases of less than \$300 [\$100] in the discretion of the de-
28 partment may be made on the open market, and may be by cash payment
29 from petty cash accounts set aside for that purpose; the department

1 shall determine the amount of the petty cash accounts needed by each
2 state agency, and inspect the petty cash accounts at least once each
3 year to determine that the total plus amounts of receipts for un-
4 replenished disbursements is equal to the fixed sum of cash set aside;
5 shortages in petty cash accounts are a personal liability of the
6 responsible head of the agency to whom the account is set aside; the
7 department shall make all necessary rules and regulations governing
8 use and replenishment of petty cash funds;

1
2
3
4
5
6
7
8
9
10
11
12
13
14
15
16
17
18
19
20
21
22
23
24
25
26
27
28
29

Introduced: 3/18/75
Referred: State Affairs

1 IN THE SENATE

BY THE RULES COMMITTEE BY
REQUEST OF THE GOVERNOR

2 SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 EIGHTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(2) is amended to read:

9 (2) if the amount of the contractual services, purchase, or
10 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
11 solicited, when practicable, by publication in a newspaper calculated
12 to reach prospective bidders and by posting notices in public places
13 within the area where the work is to be performed or material furnished
14 and in addition the department may also designate a trade journal for
15 publication; the department shall also solicit bids by sending no-
16 tices by mail to all active prospective bidders known to it and all
17 bids shall be sealed when received, and shall be opened in public at
18 the hour stated in the notice; the department may negotiate directly
19 if it finds that it is in the best interests of the state;

20 * Sec. 2. AS 37.05.230(3) is amended to read:

21 (3) a contractual service, purchase or sale where the
22 known requirements are estimated to be less than \$3,000 [\$1,000] may
23 be made either upon competitive bids in accordance with (2) of this
24 section or in the open market, in the discretion of the department;
25 but, so far as practicable, shall be based on at least three com-
26 petitive bids and recorded as provided in sec. 240 of this chapter;
27 small purchases of less than \$300 [\$100] in the discretion of the de-
28 partment may be made on the open market, and may be by cash payment
29 from petty cash accounts set aside for that purpose; the department

1 shall determine the amount of the petty cash accounts needed by each
2 state agency, and inspect the petty cash accounts at least once each
3 year to determine that the total plus amounts of receipts for un-
4 replenished disbursements is equal to the fixed sum of cash set aside;
5 shortages in petty cash accounts are a personal liability of the
6 responsible head of the agency to whom the account is set aside; the
7 department shall make all necessary rules and regulations governing
8 use and replenishment of petty cash funds;

Original sponsor: Rules Committee by
request of the Governor

Offered: 4/2/75
Referred: Finance

1 IN THE SENATE

BY THE STATE AFFAIRS COMMITTEE

2 CS FOR SENATE BILL NO. 279

3 IN THE LEGISLATURE OF THE STATE OF ALASKA

4 NINTH LEGISLATURE - FIRST SESSION

5 A BILL

6 For an Act entitled: "An Act relating to competitive bids."

7 BE IT ENACTED BY THE LEGISLATURE OF THE STATE OF ALASKA:

8 * Section 1. AS 37.05.230(1) is amended to read:

9 (1) a contract for construction and repairs, or a purchase
10 of and contract for supplies, materials, equipment, and contractual
11 services must be based on competitive bids; an award shall be made to
12 the lowest responsible bidder after advertising for bids, except that
13 (A) repealed; (B) a bid shall be awarded to an Alaska bidder if his
14 bid is not more than 10 [FIVE] per cent higher than the lowest non-
15 resident bidder's; and (C) competitive bids need not be required (i)
16 for contractual services where no competition exists; (ii) for sales
17 involving fair trade items; (iii) when, in the judgment of the pur-
18 chasing agent, food, clothing, or medical supplies, or materials for use
19 in laboratory and experimental studies may be purchased otherwise to the
20 best advantage of the state; (iv) where rates are fixed by law or
21 ordinance; (v) for items traded in on like items; or (vi) for profes-
22 sional services;

23 * Sec. 2. AS 37.05.230(2) is amended to read:

24 (2) if the amount of the contractual services, purchase, or
25 sale is estimated to exceed \$3,000 [\$1,000] sealed bids shall be
26 solicited, when practicable, by publication in a newspaper calculated
27 to reach prospective bidders and by posting notices in public places
28 within the area where the work is to be performed or material furnished
29 and in addition the department may also designate a trade journal for

1 publication; the department shall also solicit bids by sending notices
2 by mail to all active prospective bidders known to it with offices
3 within the state and all bids shall be sealed when received, and shall
4 be opened in public at the hour stated in the notice; the department may
5 negotiate directly if it finds that it is in the best interests of the
6 state;

7 * Sec. 3. AS 37.05.230(3) is amended to read:

8 (3) a contractual service, purchase or sale where the
9 known requirements are estimated to be less than \$3,000 [\$1,000] may
10 be made either upon competitive bids in accordance with (2) of this
11 section or in the open market, in the discretion of the department;
12 but, so far as practicable, shall be based on at least three competi-
13 tive bids and recorded as provided in sec. 240 of this chapter; small
14 purchases of less than \$300 [\$100] in the discretion of the department
15 may be made on the open market, and may be by cash payment from petty
16 cash accounts set aside for that purpose; the department shall deter-
17 mine the amount of the petty cash accounts needed by each state agency,
18 and inspect the petty cash accounts at least once each year to determine
19 that the total plus amounts of receipts for unreplenished disbursements
20 is equal to the fixed sum of cash set aside; shortages in petty cash
21 accounts are a personal liability of the responsible head of the agency
22 to whom the account is set aside; the department shall make all neces-
23 sary rules and regulations governing use and replenishment of petty
24 cash funds;