

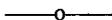
Works is also authorized to adopt rules and regulations governing the business administration of State Agencies. All leases for the rental of office space must be approved by the Board of Public Works and authority is given that Agency to designate the location of all State Agencies. The budget functions are performed by the Budget Bureau, the head of which is appointed by the Director of the Department. The Director of the Department has the authority to make proper investigations into the necessity for expenditures and is required also to study the operations and functions of various State Agencies. He is further required to study the various sources of revenue of the State.

Included in the Department also is the Purchasing Bureau, the head of which is appointed by the Director of the Department. This Bureau is charged with the purchase of all supplies, materials and equipment for the use of State Agencies.

A warehouse is maintained for the storage of supplies, paid for out of a Revolving Fund of \$100,000.00. An accounting system has been developed by means of which, through simple debit and credit entries, funds are transferred from budget appropriations of Using Agencies to reimburse the Revolving Fund. Supplies are withdrawn from the warehouse with a consequent lessening in the amount of clerical labor on the part of the Using Agencies in the payment of invoices.

Monthly meetings are held with the Superintendents of the various State Institutions and other State Agencies, at which time samples are examined and contracts awarded. These monthly meetings furnish a good opportunity for the heads of the various State Agencies to meet and exchange advice with reference to the conduct of their Departments and Institutions.

Every advantage is made of the facilities which the State has for the testing of materials, supplies and equipment, determining those commodities most suitable for use. Advice is also sought of the various scientific Agencies of the State to determine the composition of commodities offered for purchase and, subsequently, to determine the comparison of delivered articles and samples submitted.



**DIVISION OF PAROLE AND PROBATION**

**STATE OFFICE BUILDING**

Annapolis, Maryland

**Board of Parole & Probation:**

Herman M. Moser, Chairman.....Baltimore..... Term expires 1943

William C. Walsh.....Cumberland  
The Attorney-General

Harold E. Donnell.....Baltimore  
Superintendent of Prisons

William L. Stuckert.....Baltimore  
Ch. Probation Officer, Supreme Bench of Baltimore City

**Director of Parole and Probation:**

Herman M. Moser.....Baltimore..... Term expires 1943

**Executive Secretary:**

John G. Eggen.....Baltimore

**Supervisor of Parole and Probation**

Thomas P. MacCarthy.....Round Bay