

Part II Chapter 22
Procurement of Insurance and Notary Bonds

A. Requirements. The Bureau of Risk and Insurance Management shall procure all insurance and notary bonds for all agencies and its employees. DGS authority and delegations to agencies to make procurements does not include the authority to procure insurance and notary bonds.

B. General.

1. User agencies will take the necessary steps to encumber funds for the procurement of any needed insurance or notary bonds.
2. User agencies shall send written requests to the Bureau of Risk and Insurance Management to procure the required insurance in accordance with the requirements of Act 57.