**Section 5000.220 Acquisition Authority**

a) DCMS will take all necessary action to acquire space for agencies having no acquisition authority. Such action shall be instituted after receipt by DCMS of a written space request.

b) When the agency has acquisition authority or has been delegated such authority by the Department of Central Management Services, it may proceed to acquire the requested space. In granting delegation of leasing authority DCMS will consider the expertise of the requesting agency, the size or dollar amount of the proposed lease or leases, and if the authority requested is necessary to carry out a routine function of the requesting agency. Delegated authority will be shown on the Space Request Form which shall be attached to the leasing or related instrument filed with the State Comptroller.

c) Agencies are delegated authority to obtain short-term conference or meeting space. State-owned space is to be used in preference to leasing space. Space request forms need not be sumitted.