

871—2.4(84A) Business management bureau.

2.4(1) *Bureau chief.* The bureau of business management is under the direction of a bureau chief who reports to the division administrator.

2.4(2) *Purchasing unit.* The purchasing unit is responsible for purchasing supplies, equipment and services and maintaining a statewide inventory of supplies and equipment.

2.4(3) *Mail services unit.* The mail services unit is responsible for receiving and for internal distribution of incoming mail as well as daily processing of outgoing mail.

2.4(4) *Printing and collating unit.* The printing and collating unit is responsible for in-house printing as required and development and maintenance of forms and forms inventory.

2.4(5) *Supply and warehousing unit.* The supply and warehousing unit is responsible for receiving, storing and issuing supplies throughout the state.

2.4(6) *Building maintenance.* The business management bureau handles the building maintenance for both the 1000 East Grand and 150 Des Moines locations.