



## Office of Fiscal Services - Price Book

### Purchasing

\* *An additional surcharge will be included on all invoices. The reason for, and amount of, this surcharge can be viewed at [Small Business Certification and Resources \(TT 2830\)](#).*

**Purchase Order Issuance (TT CODE 6040)**

Includes purchase estimate processing, bid preparation and evaluation, product testing, product standards and specifications development, quality control review and product inspection, and materials expediting, including vendor performance follow up. For information contact Procurement Division at (916) 375-4465 (CALNET 480-4465).

**2007-2008:**

1.98%\* of value of order, maximum of \$7,500.

**Proposed 2008-09:**

1.98%\* of value of order, maximum of \$7,500.

**Small Purchase Credit Card (CAL-Card) (TT CODE 6116)**

Credit card vehicle for customers to make numerous routine, small purchases while avoiding costs for hard copy processing and late payment fees. For information contact Procurement Division at (916) 375-4579 (CALNET 480-4579).

**2007-2008**

A card fee is not assessed: Procurement charges are still applicable

**Proposed 2008-09:**

A card fee is not assessed: Procurement charges are still applicable

**Emergency Authorization to Exceed Monetary Sub-Purchase Order Limit (Form 42) (TT CODE 6040)**

Reviewing and processing of associated documents. For information contact Procurement Division at (916) 375-4381 (CALNET 480-4381).

**2007-2008:**

1.98%\* of value of order, maximum of \$10,000.

**Proposed 2008-09:**

1.98%\* of value of order, maximum of \$10,000.