

GENERAL (Revised 9/85)

3500

The Office of Procurement, Department of General Services, is responsible for every purchase of supplies or equipment in excess of \$100 and for contracts for purchases for every State agency with such exception as stated in Public Contract Code Sections 10295, 10298, 10430, and 12100.5. See SAM Section 3571.

The Office of Procurement also has responsibility for materials management on a statewide level. The office is responsible for providing leadership and guidance in all phases of material utilization, including acquisition, storage, distribution, reutilization and disposal. The Office of Procurement will assist agencies in setting appropriate inventory levels for all items warehoused and will also provide guidance in establishing economical freight patterns, in order to minimize costs associated with storage and distribution of goods.

The Office of Procurement will also assist agencies in making determinations relative to the appropriate method of acquisition of their equipment needs. The office will also provide effective means of acquiring equipment whether the acquisition is to be made by purchase or through nonpurchasing techniques (i.e., lease-conditional sales contract).