

**REJECTION OF SUBSTANDARD COMMODITIES (Revised 10/74)**

**3510.4**

**Failure to meet any of the requirements stated on the purchase order is grounds for rejection. Acceptance of substandard material defeats our standards program. In each case, however, common sense must also be used in deciding upon accepting or rejecting. The Quality Control Section of the Office of Procurement, Department of General Services, should be contacted if the agency is not certain as to the action it should take.**

**The actual data of delivery and the condition of the merchandise at the time of delivery is seldom, if ever, known by the Office of Procurement Buyer. Copies of all correspondence concerning purchase orders should be sent to the Office of Procurement area office and to the Quality Control Section, Office of Procurement, in Sacramento. If there is any doubt about the quality of a shipment, report the problem to the Office of Procurement and get the advice of the Buyer before scheduling the invoice for payment.**