

INCREASE OR DECREASE OF ESTIMATES (REVISED 6/80)

3559

The Request for Purchase Order or Estimate Change, STD. 96, is used under the circumstances described below, to change estimates that have already been forwarded to the Office of Procurement, Department of General Services. A separate STD. 96 should be used for each estimate to be changed.

Refer to SAM Section 3558.1 concerning approval required by the budget staff, Department of Finance, for overdraft of budget allotments.