STATE OF CALIFORNIA

PURCHASE ESTIMATE

STD. 66 (2/84)

DATE PREPARED BY AGENCY (MO. DAY YEAR)	DATE STOCK WANTED (MO. DAY YEAR)	AGENCY BILLING CODE	PURCHASE ESTIMATE NUMBER	PAGE OF

IMPORTANT

Follow instructions on reverse for completing this form.

DELIVERY LOCATION CODE

1 2 3 4 5 6 7 8 9 10 11

PROCUREMENT OFFICE (FOR O/P USE ONLY)

☐ SACRAMENTO ☐ LOS ANGELES

SHIP TO

VENDOR REFERENCE OR INFORMATION TO OFFICE OF PROCUREMENT

CHARGE TO

MAIL INVOICE IN TRIPLICATE TO

AGENCY CONTACT REGARDING THIS ESTIMATE (NAME AND PHONE—ATSS)

Same as SHIP TO unless otherwise noted.

	LINE NO.	QUANTITY	UNIT	STOCK ITEM NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION

I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance (after T.B.A. No. or B.R. No.)

PROGRAM/CATEGORY (CODE AND TITLE)

ACCOUNTING OFFICER ▶ PHONE NO. (ATSS)

FUND TITLE (OPTIONAL USE)

I hereby certify upon my own personal knowledge the expenditures above are necessary to perform the functions stated.

ITEM | CHAPTER | STATUTE | FISCAL YEAR

SIGNATURE AND TITLE ▶ PHONE NO. (ATSS)

OBJECT OF EXPENDITURE (CODE AND TITLE) ☐ O.E. ☐ EQUIP.

I hereby authorize the estimated expenditure above.

ENCUMBRANCE ADJUSTMENT ☐ INCREASE ☐ DECREASE

UNENCUMBERED REMAINDER AFTER POSTING AEL. $

SIGNATURE AND TITLE ▶ PHONE NO. (ATSS)

PROPERTY SURVEY NUMBERS ATTACHED

DO FUNDS EXPIRE AT THE END OF F.Y. ☐ YES ☐ NO

STD. 66 (2/84) 85 94884

INSTRUCTIONS
(PLEASE READ CAREFULLY)

All Purchase Estimates must be submitted to the Office of Procurement in typed form. Only one (1) copy of the Purchase Estimate is required. To avoid rejection, DO NOT list more than one commodity group on each Purchase Estimate submitted. Each commodity group requires a separate Purchase Estimate.

Adherence to the following specific instructions for completing the Purchase Estimate form will promote timely processing of each purchase document. Emphasis on neatness and accuracy of Purchase Estimate is most important.

1. DATE PREPARED BY AGENCY – Use the date the Purchase Estimate is typed.

2. DELIVERY LOCATION CODE – Circle the appropriate code (only one code may be circled) which corresponds to the desired delivery location. Refer to the Delivery Location map in the new statewide Stock Item Catalogue.

3. PURCHASE ESTIMATE NUMBER – This is a new two-part number designed to eliminate interagency duplication. As indicated in the space provided, the appropriate Agency Billing Code is to be provided. The remainder of the Purchase Estimate number provides a maximum of fourteen (14) positions in which to enter each Agency's PE number. The Agency PE number must be entered from left to right.

4. LINE NUMBER – Each page of a Purchase Estimate is limited to a maximum of nine (9) stock items which must be numbered sequentially beginning with number one (1) on each page.

5. UNIT – Must be submitted exactly as indicated in the new statewide Stock Item Catalogue.

6. STOCK ITEM NUMBERS – Must be submitted exactly as indicated in the new statewide Stock Item Catalogue.

7. DESCRIPTION – Must be submitted exactly in accordance with the description data provided in the new statewide Stock Item Catalogue, except that additional descriptive data may be provided.

Completion of all other information categories is self-explanatory. It should be noted that all approval signatures and accounting and fiscal data have been consolidated on the bottom of the form.