

SAM—INSTITUTIONAL STORES ACCOUNTING

ESTIMATING AND ORDERING

10806

(Revised 7/75)

(See also Sections 3550–59.)

The employee in charge of a function or sub-function at a state institution normally is delegated the task of requesting quarterly the materials and supplies that will be required for that function. The employee will request the commodities by submitting an Intra-Office Requisition (Local Request), Std. Form 5, to the business office. The number of units "on hand" (including those on order) will be shown for each commodity requested on the Std. Form 5. Requests will be placed quarterly to the greatest extent practical in order to concentrate purchases and obtain more favorable prices. Estimates for food supplies will be compiled in accordance with the established ration and the estimated population of the institution, after taking into consideration the inventories on hand and the estimated local production. The business office will review the requests and make modifications, if necessary. The business office will prepare Purchase Estimate, Std. Form 66, and Purchase Estimate Continuation Sheet, Std. Form 10, or Food Purchase Estimate Detail, Std. Form 11, for the items approved by the business manager. Items will be grouped on separate sheets as prescribed by the Office of Procurement, Department of General Services. Commodities will be priced for encumbrance purposes at latest purchase order prices unless more recent prices are available. Detail sheets will be summarized by allotment on Purchase Estimate, Std. Form 66. The completed estimate then will be sent to the accounting office. The accounting office will (1) check the adequacy of the budget allotment and (2) register the estimate as an encumbrance.