

**SUBMISSION PROCEDURE FOR PURCHASE ESTIMATES AND REQUISITIONS
(REVISED 9/91)**

3558

Purchase estimates which require budget staff approval under the terms of SAM Section 3558.1 should be submitted directly to the budget staff, Department of Finance. Purchase estimates not requiring review by the Department of Finance should be submitted directly to the Office of Procurement, Department of General Services.

The deadlines for receipt of purchase estimates by the Office of Procurement are as follows:

February 1 — All purchase estimates or purchase documents chargeable to current year expiring appropriations for EDP and telecommunications goods and/or services estimated to exceed \$100,000 must be submitted to the Office of Procurement for processing by this date. This deadline includes EDP Computer Assisted Retrieval (CAR) microfilm systems estimated to exceed \$100,000.

April 1 — All purchase estimates chargeable to current year expiring appropriations for equipment items, as defined in SAM Section 8602 and 8614, with an estimated cost exceeding \$10,000, must be received by the Office of Procurement by April 1.

May 1 — All purchase estimates or purchase documents for EDP goods and/or services submitted to the Office of Procurement for processing, and estimated to cost less than \$100,000, must be received by this date.

All other purchase estimates chargeable to current year expiring appropriations must also be received by May 1. Purchase estimates lacking required approvals by other State agencies or divisions of the Department of General Services will be returned to the ordering agency. Such purchase estimates must be received by the reviewing agencies as follows:

(Continued)

SAM - PURCHASES

(Continued)

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3558 (Cont. 1)

Department of General Services
Due Date in Approving Division
(Prior workday if the date falls on a weekend)
NON-EDP AND TELECOMMUNICATIONS ITEMS

	\$10,000 or More		Less than \$10,000	
Telecommunications Division	Jan.	2	Feb.	1
Office of Fleet Administration	March	1	April	1
Office of State Printing:				
Equipment	March	15	April	15
Printing	March	15	April	15
Office of Records Management:				
Equipment	March	1	April	15
Files	March	1	April	15
Office of Real Estate and Design				
Services	March	1	April	15
Office of Support Services	March	15	April	15

EDP AND TELECOMMUNICATIONS ITEMS

	\$100,000 or more		Less than \$100,000	
Telecommunications Division	Dec.	15	April	1
Office of Records Management (CAR microfilm and optical disk equipment)	Dec.	15	April	1

NOTE: All EDP acquisitions, including CAR microfilm, must have necessary approvals from the Department of Finance, Office of Information Technology (OIT). Projects requiring OIT approval must be submitted to that office at least 45 days prior to the Office of Procurement's due dates.

A purchase estimate received after May 1 may be processed if there is a full and adequate explanation for the late submission approved by the department's chief administrative officer, or chief fiscal officer authorized by him/her, and it is either:

- o Required by an emergency involving public health, welfare, or safety, or
- o Funded by appropriations expiring June 30 or earlier which were not available before April 15.

Each purchase estimate should indicate that the funding is either from a "continuing appropriation" or an "expiring appropriation."

Refer to Board of Control Rule 610 concerning purchases in one fiscal year for use in the subsequent fiscal year and definition of legal charges against the old and the new fiscal years.