

SAM - PURCHASES

**INCREASE (REVISED 9/85)**

**3559.1**

**The Request for Purchase Order or Estimate Change, STD. 96, is required:**

- o If the original estimated cost is less than \$1,000 and the increase amounts to \$100 or more and exceeds the estimated cost by 25%.**
- o If the original estimated cost is from \$1,000 to \$4,999 and the increase amounts to \$250 or more and exceeds the estimated cost by 10%.**
- o If the original estimated cost is at least \$5,000 and the increase amounts to \$500 or more, regardless of percentage.**
- o When requested by the Office of Procurement, Department of General Services, for specific estimates.**

**The percentages noted above pertain to the total dollar amount encumbered on the purchase estimate for one or more items, not to the individual line items listed.**

**If agencies wish to be advised of an anticipated expenditure that would exceed a specific amount, it should be noted on their estimate; i.e., "If expenditure exceeds \$\_\_\_\_\_, notify agency before Purchase Order is issued."**

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