

SUB-PURCHASE ORDERS (REVISED 9/91)

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The Sub-Purchase Order procedure is intended to facilitate the economical and orderly procurement of personal property by State agencies. The privileges and shortcuts extended to operating departments under this procedure are not intended as a substitute for centralized purchasing nor are they to be used as an excuse to engage in widespread purchasing without approval by the Office of Procurement, Department of General Services. Sub-purchase orders cannot be used to contract for services.