

**USE OF SUB-PURCHASE ORDER, STD. FORM 40 AND 40A, AND  
CONTRACT/DELEGATION PURCHASE ORDER STD. FORM 65  
(Revised 6/80)**

**3571**

Departments may, at their discretion, subject to categories and monetary limits listed in SAM Section 3571.1–3571.2, issue Sub-Purchase Order, STD. 40 or 40A, or Contract/Delegation Purchase Order, STD. 65, to secure delivery of any necessary and required items of personal property. Splitting of purchases to avoid the monetary limitation specified is not permitted. Budgetary limitations are established in SAM Section 3558, et seq.

The California Legislature, through enactment of the Small Business Procurement and Contract Act (Government Code Section 14835), has directed that a fair share of the State's purchases be placed with small businesses. All purchases made under this section are subject to reporting requirements as outlined in SAM Section 1204 (Contracts, Part 8, Small Business Procurement and Contract Act).