

**IMPROPER USE OF SUB-PURCHASE AND DELEGATED PURCHASE ORDERS (REVISED 9/91) 3572**

**Operating agencies should continue to try to plan their supply requirements and consolidate orders, in order to enjoy the lower prices which normally will be secured through wholesale purchasing. Do not circumvent normal procurement methods by splitting purchases into a series of sub-purchase orders or delegated purchase orders.**

**Sub-Purchase Orders may not be used to purchase the following:**

- o Articles obtainable from Office of Procurement, Material Services Section. (This does not prevent agencies from purchasing similar items of a lower cost and quality than those specifically listed in the Office of Procurement catalog if such items adequately meet their needs.) If comparable products are required, agency must submit a Purchase Estimate, STD. 66, to the Office of Procurement with justification for the purchase.**
- o Printing, unless in conformance with SAM Section 2804, Emergency Printing.**
- o Alcoholic beverages. For tax-free alcohol, see SAM Section 3661.3.**
- o Carbon tetrachloride fire extinguishers or refills.**