

SAM - PURCHASES

PROCEDURAL STEPS, SUB-PURCHASE ORDERS (REVISED 9/91)

3575

Copies of Sub-Purchase Order, STD. 40 or STD. 40A, or Contract/Delegation Purchase Order, STD. 65, used as a sub-purchase order (purchases under \$100) are not required to be submitted to the Office of Procurement, Department of General Services, unless it is used for a purchase which requires an Authorization to Exceed Monetary Limits of SAM Section 3571.1 by Sub-Purchase Order, GSOP-42.

Orders issued under the various special monetary limits listed in SAM Section 3571.1 and 3571.2 must refer to the individual special monetary limit under which the purchase is made on the front of the order. Example — SAM Section 3571.2, \$1,000. These purchases are not required to be submitted to the Office of Procurement.