

SAM - PURCHASES

CASH PURCHASES (REVISED 1/81)

3580

Board of Control Rule 678 (effective January 6, 1981) permits agencies to make immediate payment from revolving funds (when funds are available) for invoices payable by cash of \$50 or less not including sales tax, and for invoices payable by authorized bank drafts of \$500 or less inclusive of sales tax if approved in accordance with SAM Section 8123. Sub-purchase orders are not required to affect or make record of purchases under \$100. All purchases of \$100 or more must be made on a Contract Delegation Purchase Order, STD. 65, or other comparable document approved by the Office of Procurement, Department of General Services. This is not an implied approval for the purchase of items requiring clearance of the Office of Procurement, Department of General Services.