

SAM – PURCHASES

MEDICAL AND PERSONAL

DRUGS, GENERAL

3661

(Revised 7/64)

Agencies ordering drugs should specify the largest size package feasible. Where available, information as to the relative costs should be reviewed and the possible savings compared with such factors as shelf life, repackaging facilities, and whatever safeguards are necessary. When packaging is not an important factor to the agency, only the quantity required should be given and packaging will be specified by the Office of Procurement, Department of General Services. When a package size is specified that is essential to the agency, the estimate should so indicate. The Office of Procurement will change packaging specifications (not the total quantity required) whenever it is in the State's best interest. Agencies will be contacted if the Office of Procurement is uncertain as to the feasibility of the change.