DESCRIPTION OF ARTICLES **3554**
(Revised 4/67)

Each department and institution should have one current catalog for each kind of commodity which is usually ordered. An institution should have catalogs from large hardware, plumbing, hotel supply, and office furniture dealers. Departments should be equipped with catalogs suitable to their needs. Upon request to the Office of Procurement, Department of General Services, appropriate catalogs will be supplied. Reference should not be made to eastern catalogs unless the article desired is not obtainable on the West Coast. All items to be purchased should be briefly and completely described and, whenever possible, reference should be made to catalog numbers when completing the purchase estimate form. The typing should be double-spaced between items, with detailed description of items being single-spaced.

Department or institutions purchasing lumber should keep on hand a full set of grading rules for lumber, and estimates for lumber should be in conformity with such grading rules. Copies of grading rules will be supplied on request.

Descriptions, whenever possible, should be copied from the last purchase order (not the previous requisition) since the buyers of the Office of Procurement endeavor to make the purchase orders correct in every detail of nomenclature, catalog number, and style.