

PURCHASE ESTIMATE

STD. 66 (REV. 10/2019)

DATE PREPARED BY AGENCY MO. DAY YEAR	DATE STOCK WANTED MO. DAY YEAR	AGENCY BILLING CODE	PURCHASE ESTIMATE NUMBER	PAGE OF 1
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IMPORTANT

Follow instructions on reverse for completing this form.

DELIVERY AREA CODE											
1	2	3	4	5	6	7	8	9	10	11	12
CERTIFICATION OF REFERENCED VENDOR											
<input type="checkbox"/> SMALL BUSINESS				<input type="checkbox"/> DVBE				<input type="checkbox"/> NONE			

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SUPPLIER REFERENCE OR INFORMATION TO PROCUREMENT DIVISION

MAIL INVOICE IN TRIPLICATE TO

AGENCY CONTACT REGARDING THIS ESTIMATE (NAME AND PUBLIC PHONE NUMBER)

Same as SHIP TO unless otherwise noted.

LINE NO.	QUANTITY	UNIT	COMMODITY CODE NUMBER	DESCRIPTION	UNIT PRICE	EXTENSION

<i>I hereby certify upon my own personal knowledge that budgeted funds are available for this encumbrance (after T.B.A. No. _____ or B.R. No. _____)</i>				PROGRAM/CATEGORY (Code and Title)			
ACCOUNTING OFFICER			PHONE NO. (CALNET)	FUND TITLE	(OPTIONAL USE)		
<i>I hereby certify upon my own personal knowledge the expenditures above are necessary to perform the functions stated.</i>				ITEM	CHAPTER	STATUTE	FISCAL YEAR
SIGNATURE AND TITLE			PHONE NO. (CALNET)	OBJECT OF EXPENDITURE (Code and Title)		<input type="checkbox"/> O.E. <input type="checkbox"/> EQUIP.	
<i>I hereby authorize the estimated expenditure above.</i>				ENCUMBRANCE ADJUSTMENT <input type="checkbox"/> INCREASE <input type="checkbox"/> DECREASE		UNENCUMBERED REMAINDER AFTER POSTING AEL.	
SIGNATURE AND TITLE			PHONE NO. (CALNET)	PROPERTY SURVEY NUMBERS		DO FUNDS EXPIRE AT THE END OF F.Y. <input type="checkbox"/> YES <input type="checkbox"/> NO	
				ATTACHED			

PURCHASE ESTIMATE

INSTRUCTIONS
(PLEASE READ CAREFULLY)

All Purchase Estimates must be submitted to the Procurement Division in typed form. Only one (1) copy of the Purchase Estimate is required. To avoid rejection, **DO NOT** list more than one (1) commodity group, as defined in the PIN Commodity Catalog, on the Purchase Estimate submitted. Each commodity group requires a separate Purchase Estimate.

Adherence to the following specific instructions for completing the Purchase Estimate form will promote timely processing of each purchasing document. Emphasis on neatness and accuracy of Purchase Estimate is most important.

1. **DATE PREPARED BY AGENCY** — Use the date the Purchase Estimate is typed.
2. **AGENCY BILLING CODE** — Enter your Agency Billing Code. (**PRIOR** to use, new Agency Billing Codes must be forwarded to the Department of General Services, Accounts Receivable, for addition to the PIN system.)
3. **PURCHASE ESTIMATE NUMBER** — The agency-assigned Purchase Estimate Number must be entered in this field and must not exceed 15 digits and can be either alphabetic, numeric or a combination of both. The Agency Purchase Estimate Number must be entered from left to right.
4. **DELIVERY AREA CODE** — Circle **ONLY ONE** (1) Delivery Area Code. Please list any additional delivery information either on this form if space is available, or as supplemental information. Delivery Area information is available on the Delivery Area Map in the PIN Commodity Catalog.
5. **CERTIFICATION OF REFERENCED VENDOR** — Government Code Section 14838.5 shall be utilized to contract with an eligible certified small business or an eligible certified disabled veteran business whenever practicable and possible. Check one or two boxes to identify the certification(s) of the referenced vendor.
6. **LINE NUMBER** — Each page of a Purchase Estimate is limited to a maximum of five (5) PIN Commodity Code numbers which must be numbered sequentially beginning with number one (1). (Please double space between each completed line.)
7. **UNIT** — Unit of measure must be shown **EXACTLY** as indicated in the PIN Commodity Catalog.
8. **COMMODITY CODE NUMBER** — The **ENTIRE** Commodity Code number must be shown **EXACTLY** as indicated in the PIN Commodity Catalog.
9. **DESCRIPTION** — Must be typed **EXACTLY** as shown in the PIN Commodity Catalog. Additionally, give an adequate description of the commodity to be purchased so that **ANYONE** reading the description can interpret what commodity is being purchased.

Completion of all other information categories is self-explanatory. It should be noted that all approval signatures and accounting and fiscal data have been consolidated on the bottom of the form.
