

## SAM-PURCHASES (Cont.d)

### PAPER AND PRINTED MATTER

#### PRINTED MATTER

3690

(Reviewed 12/12)

When ordering printed materials, the agencies are not to solicit bids themselves, but they may contact vendors to determine the purchase costs. When the purchase cost exceeds \$100, a Purchase Estimate, [STD. 66](#), should be submitted to the Department of General Services, Office of Procurement.