

SAM-PURCHASES

ITEMS OF SPECIFIED BRAND OR TRADE NAME

3555.1

(Revised 9/85)

When an agency decides that an article of a specified brand or trade name is the only article which will properly meet its needs, the agency will state such fact on the requisition and set forth all reasons requiring purchase of the specified item.

Acceptance of the requisition and purchase of the item will indicate Office of Procurement, Department of General Services, agreement with the agency. If the Office of Procurement disagrees with the requisitioning agency as to the brand or trade name to be purchased, the agency will be notified.

When a specified brand or trade name item is to be purchased as a result of a Board of Control decision, a copy of the decision will be filed with the related purchase order or contract in the Office of Procurement.