

## **SAM-PURCHASES**

### **OTHER PURCHASE ESTIMATES**

(Revised 4/76)

**3558.2**

Purchase estimates and requisitions for items other than equipment (See SAM Section 3558.1) will be submitted to the Sacramento or Los Angeles office of the Office of Procurement, Department of General Services (see SAM Section 3558.3 for offices serving various areas), unless it is:

Dependent upon approval of a budget revision or a transfer of budget allotment, or

For an item or class of item specifically restricted.

In either of the above circumstances, the estimate or requisition will be submitted to the budget staff, Department of Finance, through agency channels.