

## **SAM-PURCHASES**

### **WHEN NOT REQUIRED**

(Revised 9/91)

**3566.2**

Purchase order changes are not required when:

Price billed is less than purchase order.

Weight or quantity is less than purchase order and unit price as stated on the purchase order.

At the time of taking a final delivery, there is a balance in a purchase order, and the final delivery does not overrun the order by more than 10%. This would apply to such items as yardage, steel, lumber, rock, asphalt, products produced from roll paper stock; e.g., forms, cartons, etc., and other items when exact quantity is not known at the time the order is placed, including items that come in standard containers.

Delivery of items such as fresh vegetables varies from the weight, quantity or count specified, on the order (not to exceed plus or minus 10% of the value of the total order up to \$1 million).

Order specifies certain sized containers and other containers which are acceptable are delivered, but total quantity and price are within the limits of the order.

Items are purchased by Procurement for resale and final delivery does not exceed the order value by more than 10%.