

## SAM-PURCHASES

### DEPARTMENTAL PROCEDURES

3575.1

(Revised 3/2015)

Departments can issue more detailed instructions regarding purchase orders. While such instructions will be for information and guidance of departmental employees, it is recommended that they be issued after review of the SCM or consultation with the Procurement Division, Department of General Services. Copies of the instructions for delegated purchases must be on file with the Procurement Division.

***For additional information regarding requirements for reporting the purchase of goods and services, see [Management Memo 15-02](#).***