

## SAM-PURCHASES

### PURCHASE ORDERS

(Revised 3/2015)

3565

Purchases are authorized on the form Purchase Order, which is completed and sent to the vendor by the Office of Procurement, Department of General Services.

One purchase order will be issued for each vendor supplying items listed on a single purchase estimate. See SAM Section 3553.

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