

SAM – PURCHASES (Cont.)

AUTOMOTIVE EQUIPMENT, SPARE PARTS AND REPLACEMENT ITEMS

3626

(Revised 12/06)

Whenever feasible, agencies should avoid maintaining a stock of repair parts, tires, tubes, batteries, and spark plugs. These items and other common automotive supplies should generally be obtained at the time of need from the State garages in Fresno, Los Angeles, Oakland, Sacramento, San Diego, or from contract vendors. Tires and batteries are available at San Bernardino State Garage (pool office). Stocking of parts by agencies may result in increased costs due to the parts becoming obsolete, being of the wrong size or design, loss, or having unnecessary surplus supplies accumulate in agency stockrooms.