

**COMMON PRACTICES FOR CREATING PURCHASE DOCUMENTS** **2662**  
(May 2005)

**STANDARD FORMS** **2662.1**  
(May 2005)

CAL FIRE has customized the standard purchase document - Purchasing Authority Purchase Order (STD. 65). Department specific information is contained in this version and shall be used by all purchasers in CAL FIRE. Refer to Section 2663.1 Alternate STD. 65/65A formats.

**LPA PURCHASE DOCUMENTS** **2662.2**  
(May 2005)

The majority of the LPA contracting processes require the use of the STD. 65, although there may be some options or exceptions. Purchasers need to review all user instructions to ensure that the proper purchase document is used when executing purchases against an LPA.

Some LPAs are for services. In those cases, purchasers must contact the Business Services Sacramento Contracts Unit for appropriate document processing.

**SIGNATURES** **2662.3**  
(May 2005)

Only authorized personnel delegated signature authority by department management may sign purchase documents on behalf of the State. Original signatures are required on purchase documents. Stamped signatures are not allowed. In order to be authorized, purchasers must be trained and certified.

Signatures must be secured from the department's accounting office verifying the availability and encumbrance of funds and the departmental personnel authorized to sign the purchase document as supported by the department's documented signature authorization list. CAL FIRE has chosen not to encumber non-IT goods documents due to the historically low dollar value/high volume level of documents processed.

**HANDWRITTEN CHANGES ARE DISCOURAGED** **2662.4**  
(May 2005)

Handwritten notations and/or corrections are not generally acceptable methods to affect changes to purchase documents. All corrections and changes must be formalized by an amendment to the purchase document.

**STD. 96 NOT VALID FOR PURCHASING AUTHORITY USE 2662.5**  
(May 2005)

The Purchase Order/Estimate Change Request ([STD. 96](#)) may only be used by a department to request a change to a Purchase Estimate ([STD. 66](#)) submitted to DGS/PD or to a purchase order issued by DGS/PD.

The STD. 96 may not be used to create an amendment to a STD.65 under a department's purchasing authority. [Refer to Section 2667 Purchase Estimate for additional information.](#)

**EXECUTING PURCHASE DOCUMENTS 2662.6**  
(No. 3 February 2006)

[Purchasers](#) are reminded that a purchase is not fully executed, regardless of the type of purchase document used, until all the necessary approvals and signatures have been obtained and secured on the purchase document as applicable to the purchase. Refer to Section 2680 and 2690 for additional information.

**RECEIVING GOODS 2662.7**  
(No. 3 February 2006)

Purchase documents must be properly executed and fully approved prior to the [purchaser](#) receiving any products. Refer to Section 2680 and 2690 for additional information.

[\(see next section\)](#)

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[\(see Forms or Forms Samples\)](#)