

PURCHASING AUTHORITY PURCHASE ORDER (STD. 65) 2663
(May 2005)

ALTERNATE STD. 65/65A FORMATS 2663.1
(May 2005)

Business Services Sacramento has customized the STD 65 and received approval from DGS/PD to use this form. It contains department specific information and shall be used by all purchasers in CAL FIRE. It is the only version accepted by DGS/PD. Units are not allowed to develop their own versions of this form.

UNIQUE NUMBERING 2663.2
(May 2005)

To avoid duplicate billings by DGS/PD and/or incorrect supplier invoicing, and to facilitate tracking and DGS/PD oversight, the department's agency order number must be unique from transaction to transaction and from year to year.

Example – Field Assigned Number

9PA4K001

The first digit represents the area or program; second and third digits represent the document type; fourth digit represents the last number of the fiscal year of the purchase order issue date; sixth digit is the alpha assigned unit designator and the seventh, eighth and ninth digits represent the sequential assigned document number. For additional information on numbering assignments refer to the Accounting Procedures Handbook, [Section 3762.3.1](#).

Example - Pre numbered

9K255366

The first digit represents the area or program; second digit represents the alpha assigned unit designator; the third through eighth digits represent the unique computer generated document number.

Amendments must be identified using the original agency order number and an amendment number. The amendment number must be numeric and may not exceed 2 digits. Refer to [Section 2666](#), Amending a Purchase Document for additional information.

Example – Amendment Number

9PA4K001, Amendment No. 01
9PA4K001, Amendment No. 02
9PA4K001, Amendment No. 03 or

9K255366, Amendment No. 01
9K255366, Amendment No. 02
9K255366, Amendment No. 03

Note: The amendment number must be entered in the “Amendment No.” box on the STD 65.

ATTACHMENTS TO STD. 65

2663.3

(May 2005)

Dependent upon the procurement approach, purchase documents as released to a supplier may include any, all or none (i.e. LPA) of the following:

- General Provisions (GSPD-401)
- Agency Special Provisions for additional requirements unique to the individual purchase.
- Statement of Work
- Specifications, Exhibits, Diagrams, etc.

STD. 65 INSTRUCTIONS

2663.4

(No. 2 September 2005)

Purchasers must refer to the instructions provided on the last page of the STD. 65 entitled “Instructions for completing the Purchasing Authority Purchase Order” to insure complete and accurate information is provided.

Purchases for **\$100 or less** (excluding taxes and freight) do not need a purchase order. They can be processed as “non-liquidating” invoices. Refer to [Section 2674](#) Payment of Invoices for additional information.

The Purchase Order must be filled out prior to the order being placed. Invoices are never dated prior to the date at the top of the purchase order.

When ordering at the end of the fiscal year, the date of the purchase order must be within the corresponding fiscal year AND the requested delivery date must indicate the corresponding fiscal year or ASAP (as soon as possible). Delivery date dictates fiscal year charged rather than invoice date. Refer to [Victim's Compensation and Government Claims Board - Rule 610](#).

The following purchases cannot be combined on the same Purchase Order:

- Capital Outlay purchases cannot be mixed with non-capital outlay purchases on the same document. Purchases from different budget authorities cannot be listed on the same document.
- Purchases funded from multiple fiscal years cannot be included on the same Purchase Order.
- Leveraged procurement and a non-leveraged procurement cannot be on the same purchase order.

STD. 65 is used to pay for contract meals. Contract meals are pre-arranged agreements with any meal establishment to provide meals for groups of employees. CAL FIRE uses contract meals primarily for conferences, training and during incidents. Refer to [DPA Rule 599.624](#).

CAL-CARD TRANSACTIONS

2663.5

(No. 2 September 2005)

CAL-Card transactions \$5,000 and over for non-IT goods must have a STD-65 processed to document the transaction. Follow the instructions included with the STD-65. The "Payment by CAL-Card" box on the STD.65 must be checked as "Yes". This will assist departments in avoiding paying for the purchase twice.

Note: LPAs, in particular CMAS contracts, stipulate whether the Contractor accepts the CAL-Card as a payment method.

WHERE TO SEND THE STD. 65 DOCUMENTS

2663.6

(May 2005)

The purchaser must distribute the STD-65 as indicated on the bottom of the form and as follows:

- Original and Third copy to Unit Finance for Payment
- Second copy to vendor
- Fourth copy (Procurement) to Region - Business Services Officer (refer to [Section 2609.1](#))
- Fifth copy – Purchaser retains for file documentation (refer to [Section 2694.3 – File Documentation Listing](#))

(see next section)

(see [HB Table of Contents](#))

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