

## **MOBILE EQUIPMENT PURCHASES**

**6730**

**(January 1988)**

The budget process identifies equipment to be acquired. At the beginning of each fiscal year, MEM begins developing purchase estimates. All purchase estimates are routed to Material Management, then the department Accounting Office. Next they are routed to DGS Office of Fleet Administration for replacement authorization and on to Office of Procurement, where they are checked for compliance with the bidding and purchasing requirements. Specifications must accompany all purchase estimates if the make, model, or Office of Procurement standard specifications do not precisely identify the item that CDF requires. After accepting a purchase estimate, the Office of Procurement goes through the bidding process and subsequently issues a purchase order. Confirming purchase documentation and records are maintained in the Sacramento MEM office.

**FORMS AND/OR FORMS SAMPLES: RETURN TO ISSUANCE HOME PAGE FOR FORMS/FORMS SAMPLES SITE LINK.**

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

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