



**Department of General Services  
Procurement Division**

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**Broadcast Date: February 18, 2010**

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**TO: Agency Secretaries  
Department Directors  
Procurement and Contracting Officers (PCO's)  
Purchasing Authority Contacts (PAC's)**

**RE: Certification Requirement**

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This is to inform agencies and departments that effective February 11, 2010, no work will be initiated, no documents will be reviewed, and no contracts will be approved by the Department of General Services (DGS) that would result in the expenditure of funds unless the following certification is received in writing and signed by the Agency's Secretary or Department's Director, or their designees.

"I certify that this purchase is vital and mission critical for this agency or department.

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Name	Date
Title	

For any request for services or contract documents currently in the possession of DGS, you may provide this certification by an attachment to an email. If you have questions, please contact your DGS representative.