

<u>DGS/PD Use Only</u>	
PACR # _____	
___Approved	___Denied
PAU: _____	
Date: _____	

## PURCHASING AUTHORITY CHANGE REQUEST(PACR)

SECTION 1: General Information		
STATE AGENCY NAME		PURCHASING AUTHORITY #
PLEASE SELECT ONE (One change for each request)		
<b>Revision to current:</b>  Procurement and Contracting Officer (PCO). For new PCO: Complete Attachment 1.  Non-IT Purchasing Authority Contact (PAC). For new PAC: Complete Attachment 2.  IT Purchasing Authority Contact (PAC). For new IT PAC: Complete Attachment 2.  <i>(Complete Sections 2 &amp; 4 below)</i>	Purchasing Authority Increase Request (PAIR)  Emergency Purchase (non-natural disaster)  <i>(Complete Sections: 3 &amp; 4 below and Attachment 3)</i>	Request to purchase on behalf of another state agency.  List Secondary state agency's name: _____  <i>(Complete Section 4 below and Attachment 4)</i>

SECTION 2 Procurement and Contracting Officer / Purchasing Authority Contact			
	PCO	Non-IT PAC	IT PAC
Name			
Working Title & Civil Service Classification			
Division/Section/Unit			
Mailing Address			
Email			
Phone			

SECTION 3: Purchasing Authority Increase Request (PAIR) <i>(Complete and Submit Attachment 3)</i>			
FOR GENERAL INCREASE CHOOSE TIER LEVEL	Tier 1  Tier 2	Tier 3  Tier 4	FOR TRANSACTION -BASED INCREASE AMOUNT REQUESTED
CONTRACT TYPE	Non-IT Goods IT Goods and Services Non-IT Services <i>(only applicable when purchasing off an LPA)</i>		
ACQUISITION METHOD (e.g. Emergency Non-Disaster)			

SECTION 4A: Required Signatures	
Approved per attached documentation.	
Signature of PCO (must match the name in Section 2)	Date
Signature of Non-IT PAC (must match the name in Section 2)	Date
Signature of IT PAC (must match the name in Section 2)	Date

SECTION 4B: Required Signatures for IT Increases Only	
Signature of State Agency Information Officer	Date

Submit completed PACR and all necessary attachments to [PAMS@dgs.ca.gov](mailto:PAMS@dgs.ca.gov).

**STATEMENT OF COMMITMENT**  
***Procurement and Contracting Officer***

I, \_\_\_\_\_ **Procurement and Contracting Officer (PCO) for the state agency named below, state my understanding and commitment to the following:**

- 1. Serve as the Agency Officer:** The PCO shall fulfill the agency officer requirement identified in Public Contract Code (PCC) sections 10333(a)(1) and 10351(a)(1).

The PCO duties are as follows:

- a. Directly responsible and accountable for the state agency's purchasing and contracting program.
- b. Provides executive management support of all IT/non-IT procurement/contracting activities conducted under the authority granted by the Department of General Services (DGS).
- c. Acts as the single point of contact for the DGS on procurement/contracting matters.
- d. Responsible for all internal purchasing authority that is sub-delegated to institutions, centers, offices, associations within the state agency.
- e. Review and approve the state agency's request(s) for changes to purchasing authority (such as requests to increase dollar thresholds) prior to submission to the DGS/Procurement Division (PD) Purchasing Authority Unit (PAU).
- f. Report data to the DGS/PD as required and in accordance with applicable laws, policy, and procedures.
- g. Responsible for monitoring the state agency's progress in meeting and/or exceeding the purchasing authority standards and for the continuous improvement of the state agency's purchasing and contracting program.
- h. The Purchasing Authority Contacts (PACs) for IT/non-IT procurement/contracting activities must report directly to the PCO. Exceptions to this reporting structure are rare and shall be granted on a case by case basis by the supervisor of the DGS/PD/PAU.
- i. The PCO shall ensure that the procurement and contracting program is properly staffed and that the various roles are identified in the State Contracts Manual (SCM).
- j. The PCO shall ensure that a clear separation of duties exist for staff involved in procurement and contracting activities and that staff are free from conflicts of interest.

- 2. Ensure that procurement professionals and other appropriate staff are kept informed:**

The PCO shall distribute DGS procurement/contracting directives to appropriate staff and as such subscribe to receive the following (at minimum):

- a. Procurement Division Broadcast Bulletins
- b. Management Memos and State Administrative Manual (SAM) updates
- c. Governor's Executive Orders

The PCO also shall sign up to receive information regarding the PD Customer Forums and the State Contracting Advisory Network (SCAN). The PCO should either plan on attending these informational meetings or send procurement staff.

- 3. Approve the designation of individuals authorized to conduct acquisitions and sign and execute contracts and purchase documents:**

The PCO shall implement policies and procedures as well as maintain a list of all state agency staff with authority to conduct various types of acquisitions. In addition, the PCO shall implement policy, approve and maintain a list of individuals that are authorized to execute contracts and purchase documents (aka "signature authority").

The designation of individuals authorized to conduct various types of acquisitions shall be based on the individual's position, experience, and training California Procurement and Contracting Academy (Cal-PCA) certification level and workshops taken.

- 4. Training:** In order for the state agency to maintain its approved levels of purchasing authority, the PCO agrees to take appropriate training classes and ensure that all procurement and contracting professionals and appropriate staff are trained and Cal-PCA certified at the levels appropriate to the state agency's purchasing authority. The PCO acknowledges that specific workshops and/or web-based training offered by the DGS may be required depending on the types and dollar levels of purchasing authority granted and/or requested. The PCO agrees to approve and implement policy on training.

- 5. Procurement and Contracting Laws, Policies and Procedures:** The PCO shall ensure the state agency's adherence to and compliance with applicable procurement and contracting laws, as well as policies and procedures contained in the SCM 2, 3 and F, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), and Management Memos. The PCO shall ensure that the state agency creates and maintains current procurement and contracting policies and procedures for IT/non-IT procurement. These policies and procedures shall be written to comply with PCC 10333 and policy contained in the SCM manuals. The PCO shall be responsible for ensuring state agency compliance with these internal and DGS required procurement policies and procedures.
- 6. Audits and Reviews:** The PCO is responsible for quality assurance and shall ensure, to the best of their ability, all procurement and contracting activities conducted by the state agency fully comply with State law, appropriations, regulations, SCM's, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), Management Memos (MM) and other State and state agency policies and procedures for any and all IT/non-IT goods and services procurements. The PCO shall ensure that any documents related to procurement and contracting activities are made available for review and inspection by DGS upon request. The state agency's PCO shall provide a response to any DGS inquiries, deficiencies, and/or audit findings as requested. DGS will conduct random audits and reviews of the state agency's procurement and contracting activities, including non-IT service contracts. The PCO shall ensure that internal policies exist for auditing purchasing activities. The PCO may be required to work with internal auditors to conduct and submit the results of the state agency's internal audits to DGS as required. The PCO shall ensure management review of internal and external audits.
- 7. CAL-Card Program:** The PCO is responsible for their state agency's CAL-Card Program and accountable for acquisitions where CAL-Card is used as a payment. The PCO is required to take all necessary steps to ensure that the CAL-Card Program within their state agency meets DGS procurement rules and standards, including but not limited to, designating a CAL-Card administrator, creating a state agency CAL-Card manual for use by state agency staff, ensuring that individuals involved in the acquisition and CAL-Card processes are experienced and trained not only in CAL-Card procedures but also in procurement and contracting practices. Authority to use a CAL-Card will be based on an individual's position, experience, and training (Cal-PCA certification level and workshops taken).
- 8. Mission Critical Statement:** By signing this Statement of Commitment, I certify that only mission critical contracts/procurements will be executed under the purchasing authority granted to my state agency by the DGS/PD. Furthermore, I certify that only mission critical transactions (such as: NCB justifications, contract approvals, and acquisitions to be conducted by the DGS) will be sent to the DGS.

**The signature below certifies that the PCO has read and agrees to the terms and conditions herein.**

**The PCO must be at the level as described in SCM F, Ch. 1, 1.A3.1.**

STATE AGENCY NAME	
PCO (PRINT NAME)	
TITLE	CLASSIFICATION
SIGNATURE	DATE

**STATEMENT OF COMMITMENT**  
***Purchasing Authority Contact***

I, \_\_\_\_\_ the Purchasing Authority Contact (PAC) for the state agency named below, state my understanding and commitment to the following:

**1. Interface with Procurement and Contracting Staff:**

The PAC duties are as follows:

Directly responsible and accountable to interface and communicate with the Department of General Services/Procurement Division (DGS/PD), the state agency's Procurement and Contracting Officer (PCO), and subordinate staff while overseeing the day-to-day procurement activities conducted under the state agency's delegated purchasing authority.

**2. Training and Certification of Procurement and Contracting Staff:** To maintain the state agency's approved purchasing authority, the PAC agrees to take appropriate training classes and ensure that all procurement and contracting staff are trained and certified by California Procurement and Contracting Academy (Cal-PCA). Training shall include all phases of procurement and contracting, including conducting competitive procurements and using Leveraged Procurement Agreements (LPA).

**3. Purchasing Authority Program:** The PAC agrees to be accountable and responsible for all procurement activities conducted under the state agency's purchasing authority including any sub-delegated purchasing authority within the state agency. If the state agency is required to designate a small business advocate, the PAC agrees to coordinate procurement activities with the state agency's small business advocate. PAC will ensure that the state agency's policies and procedures are consistent with current law, regulations, executive orders, policies, procedures, best practices, and the State Contracting Manuals (SCM) 2, 3 and F. This includes distributing or making procurement staff aware of all (SCM) revisions, Executive Orders, PD Broadcast Bulletins, State Administrative Manual (SAM), and Managements Memo updates.

**4. Procurement Standards and Purchasing Program Audits and Reviews:** DGS shall conduct audits and reviews of the state agency's procurement and contracting activities, including non-IT services contracts under certain LPA's. The PAC is responsible for providing the state agency's response to any DGS inquiries, deficiencies, and/or audit findings. The PAC is also responsible for monitoring the state agency's progress in meeting and/or exceeding the standards and for the continuous improvement of the state agency's purchasing and contracting program, including the use of LPAs (i.e. CMAS, Master Agreements, Statewide Contracts, State Price Schedules, and Cooperative Agreements.)

**5. CAL-Card Program:** The PAC agrees to take all necessary steps to ensure that their state agency's CAL-Card program meets DGS standards including, but not limited to, designating a CAL-Card administrator and, creating a state agency CAL-Card manual for use by state agency staff. The PAC agrees to ensure that individuals involved in the acquisition and CAL-Card processes are experienced and trained not only in CAL-Card procedures but also in procurement and contracting procedures. The PAC shall inform the state agency's CAL-Card administrator of purchasing authority requirements. Authority to use a CAL-Card shall be based on an individual's position, experience, and training (Cal-PCA certification level and workshops taken).

Signatures below certify that the PCO and PAC(s) have read and agree with terms and conditions included in the Statement of Commitment (Attachments 1 and 2).

**The PAC must be at the level as described in SCM F, Ch. 1, 1.A3.1.**

STATE AGENCY NAME	
PAC - NON IT (PRINT NAME)	
TITLE	CLASSIFICATION
SIGNATURE	DATE

PAC - IT (PRINT NAME)	
TITLE	CLASSIFICATION
SIGNATURE	DATE

PCO (PRINT NAME)	
SIGNATURE	DATE

For Procurement Division (PD) Use only  
PACR#:

This # must appear on the Purchase Document.

PURCHASE AUTHORITY INCREASE JUSTIFICATION  
Attachment 3

**PURCHASING AUTHORITY INCREASE JUSTIFICATION**

The state agency shall provide response(s) to justify the purchasing authority increase request (general, transaction-based, or emergency purchase (non-natural disaster)). Refer to the State Contracting Manual Volumes 2, 3 and F, Chapter 1, Purchasing Authority, and applicable SCM sections for additional information.

Provide thorough and complete responses or this request may be returned unapproved.

A. GENERAL INCREASE	
1	State agency shall be accredited by DGS, Purchasing Authority Unit (PAU) or received a notification for participation on the accreditation process before submitting a Purchasing Authority Increase Request (PAIR).  Accreditation Date:_____ or, Notification Date:_____
2	State agency shall provide a business justification to illustrate why existing purchasing authority (PA) levels do not meet current business needs for acquiring goods and services.  Existing PA Tier:_____ Requested PA Tier:_____
3	State agency shall provide a list of all anticipated procurements that will be conducted under the requested PA Tier for the next twelve-month period.
4	State agency shall provide written a response to describe what organizational changes are in place to support the requested general increase and address each of the following:  a. The state agency's desk procedures manual is provided to PAU and is updated to include the policies and procedures which are applicable to the acquisition types for the increased dollar thresholds, and also includes the state agency's internal approval process for the requested procurement increase.  b. The state agency's procurement staff is fully trained internally and/or through DGS Cal-PCA training.  c. The state agency's procurement staff has experience conducting procurement for the acquisition method/s and at the dollar threshold requested.  d. Does your state agency have in-house counsel trained in state contract law that will review and approve procurements, contracts and other approval documents (NCB's, SLP's, and LTB's)? If so, provide the steps to the state agency's legal review process in the included desk procedures manual discussed above.  e. Does your state agency have an internal audit or assessment process? If so, submit to PAU a dated copy of your last audit. If the audit noted findings/deficiencies, please indicate what corrective action(s) was taken.
5	If applicable, state agency has approval from California Office of Emergency Services (OES) to use the 1122 Program. State agency requests to add or increase PA for 1122 Program (acquisition method). State agency shall include the OES Approval.  OES Approval Date:_____ Existing Tier:_____ Dollar Amount:_____

## **B. TRANSACTION-BASED INCREASE**

6	The state agency shall submit a justification explaining why the selected acquisition method (e.g. CMAS) makes good business sense as opposed to other acquisition methods such as conducting the procurement competitively in the open market. Justification shall include the following: <ul style="list-style-type: none"> <li>a. Solicitation package (i.e., RFO, evaluation methodology, bidders list, etc.).</li> <li>b. What kind of peer review was done to ensure solicitation includes all pertinent information?</li> <li>c. The designated procurement contact person and the contact is identified in the solicitation.</li> <li>d. A description of the procurement (non-IT goods/IT goods and services) (i.e., servers, application software, and consulting services).</li> <li>e. Justification for contracting out (GC 19130 – services only).</li> <li>f. Any pre-procurement approvals required for the acquisition (i.e. CDT, NCB, or LTB).</li> <li>g. Contract management team (if applicable)</li> </ul>
7	If applicable, the state agency shall include a copy of the OES approval letter to use the 1122 Program.

## **C. TRANSACTION-BASED INCREASE (FOR IT ACQUISITIONS ONLY, INCLUDE ITEMS FROM B. ABOVE):**

8	If applicable, state agency shall contact California Department of Technology (CDT) to check if IT services are offered by CDT.  Contact Date: _____ Service Offered: _____ (If yes, state agency shall provide explanation for not using CDT services.)
9	If applicable, state agency shall provide response(s) to procurements related to a reportable IT project. <ul style="list-style-type: none"> <li>a. Is the reportable project in the Project Approval Lifecycle (PAL) (formerly Feasibility Study Report (FSR) approval letter) system? If so, then provide the PAL tracking number.</li> <li>b. What is the IT Project Oversight and Consulting Division (ITPOC) project risk/criticality rating (low-medium-high)? Submit risk analysis document.</li> <li>c. Have all required project approvals been received? (i.e. CDT, and Department of Finance (DOF)).</li> <li>d. Did CDT delegate this procurement to your state agency?</li> <li>e. Does the purchase need to be financed? If so, have you contacted G\$mart program administrator?</li> <li>f. Submit IT Project Submittal and Approval Exclusions—SAM 4819.32. Reference exclusion (if applicable).</li> </ul>
10	Submit Certification of Compliance with IT Policies—required form provided in SIMM 71B.

## **D. EMERGENCY PURCHASE (NON-NATURAL DISASTER) (EXCEEDING PURCHASING AUTHORITY)**

11	State agency shall provide details on the proposed procurement (contract/purchase order), including procurement documentation (e.g. quotes).
12	State agency shall provide details on the circumstances of the emergency and cite the legal reference.
13	State agency shall provide details on the consequences if this request is not approved and why an alternate acquisition method is not feasible.
14	State agency shall provide details on why the price is considered fair and reasonable.



## SECONDARY STATE AGENCY INFORMATION

### PRIMARY STATE AGENCY PCO – General Information

<b>State Agency</b>	
<b>PCO Name</b>	
<b>Title &amp; Classification</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<p><i>My signature certifies that 1) I understand and commit to the responsibilities (as defined in the State Contracting Manuals) as the state agency's Procurement and Contracting Officer (PCO), and 2) I have assessed and determined that my state agency meets all requirements as specified in the State Contracting Manual and the Public Contract Code for the requested purchasing authority dollar threshold levels, and affirm my understanding as stated in the Statement of Commitment, Attachment 1.</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature of Procurement &amp; Contracting Officer (must match the name above)</i></p> <p style="text-align: right;">_____</p> <p style="text-align: right;"><i>Date</i></p>	

### PRIMARY STATE AGENCY PAC, Non-IT – General Information

<b>PAC Name</b>	
<b>Title &amp; Classification</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<p><i>My signature certifies that I, the Purchasing Authority Contact, affirm my understanding as stated in the Statement of Commitment, Attachment 2.</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature of Purchasing Authority Contact (must match the name above)</i></p> <p style="text-align: right;">_____</p> <p style="text-align: right;"><i>Date</i></p>	

### PRIMARY STATE AGENCY PAC, IT – General Information

<b>PAC Name</b>	
<b>Title &amp; Classification</b>	
<b>Address</b>	
<b>Phone Number</b>	
<b>Email</b>	
<p><i>My signature certifies that I, the Purchasing Authority Contact, affirm my understanding as stated in the Statement of Commitment, Attachment 2.</i></p> <p>_____</p> <p style="text-align: center;"><i>Signature of Purchasing Authority Contact (must match the name above)</i></p> <p style="text-align: right;">_____</p> <p style="text-align: right;"><i>Date</i></p>	

SECONDARY STATE AGENCY PCO – General Information	
State Agency	
PCO Name	
Title & Classification	
Address	
Phone Number	
Email	
<p><i>My signature certifies that I, the Procurement &amp; Contracting Officer, affirm my understanding that the state agency <u>has not</u> been granted purchasing authority under this application and that the purchasing authority will be granted to the <b>Primary State Agency</b> identified <b>above</b>, which will conduct the procurement activities.</i></p> <p>_____</p> <p><i>Signature of Procurement &amp; Contracting Officer (must match the name above)</i> <span style="float: right;"><i>Date</i></span></p>	

SECONDARY STATE AGENCY – JUSTIFICATION

*Do not include these instructions with your PACR request to DGS/PD*

Form Field	What To Enter
<b>SECTION I</b>	<b>GENERAL INFORMATION</b>
<b>STATE AGENCY NAME</b>	Enter state agency's name.
<b>PURCHASING AUTHORITY #</b>	Enter state agency's purchasing authority number.
<b>Check all applicable revision boxes:</b>  <b>PCO and/or PAC REVISION</b>	Check the applicable boxes under revision(s) to the current Procurement and Contracting Officer (PCO), the non-IT Purchasing Authority Contact (PAC) and/or the IT PAC. Complete Sections 2 & 4, and Attachment 1, PCO, Statement of Commitment and/or Attachment 2, PAC, Statement of Commitment, if applicable.
<b>PURCHASING AUTHORITY INCREASE REQUEST (PAIR)</b>	Check if this request is for a General or Transaction-Based purchasing authority increase. Complete Sections 3, 4 and Attachment 3, Purchasing Authority Increase Justification.
<b>EMERGENCY PURCHASE</b>	Check if this request is for an Emergency Purchase (non-natural disaster). Complete Sections 3 & 4.
<b>SECONDARY STATE AGENCY</b> (Request to purchase on behalf of a another state agency)	If applicable, check the box and enter the secondary state agency's name. Complete Section 4 and Attachment 4, Secondary State Agency Information.
<b>SECTION 2</b>	<b>PROCUREMENT AND CONTRACTING OFFICER/PURCHASING AUTHORITY CONTACT</b>
If request is to change the PCO, non-IT PAC and/or the IT PAC then complete in its entirety.	Enter the name of person that is being added, working title, civil service classification, division/section/unit, mailing address, email and phone number.
<b>SECTION 3</b>	<b>PURCHASING AUTHORITY INCREASE REQUEST (PAIR)</b>
<b>TYPE OF INCREASE</b>	<u>General Increase</u> : Check the applicable Tier (1-4) for a purchasing authority increase request and complete Attachment 3, Purchasing Authority Increase Justification. OR  <u>Transaction-Based Increase</u> : Enter dollar amount of one-time increase for a procurement transaction and complete Attachment 3, Purchasing Authority Increase Justification.
<b>FOR TRANSACTION-BASED INCREASE AMOUNT REQUESTED</b>	Enter the amount that the state agency is requesting for the single procurement, transaction-based increase.
<b>CONTRACT TYPE</b>	Check the box for the contract type that applies:  <u>Non-IT Goods</u> : Tangible or movable products with little or no information technology functionality.  <u>Non-IT Services</u> : Applicable for Leveraged Procurement Agreement (LPA) only. If procurement is a non-IT service and not LPA then contact DGS Office of Legal Services.  <u>IT Goods and Services</u> : Information technology goods are all types of tangible personal property, including but not limited to all computerized and auxiliary automated information handling, including systems design and analysis, conversion of data, computer programming, information storage and retrieval, voice, video, data communications, requisite systems controls, and simulation. The term "information technology" is commonly abbreviated as "IT".  IT services are performed directly on or pertaining to electronic technology and telecommunications hardware, firmware, and software including, but not limited to, computerized and auxiliary automated information handling, system design and analysis, data conversion, computer programming, information storage and retrieval, voice, video, data communications, requisite system controls, simulation, electronic commerce, maintenance and repair, software licensing

	and support, training, and all related interactions between people and machines. Also included are services of an advisory nature requiring a recommended course of action or personal expertise, as it pertains to an information technology project and information technology support functions, and personal labor, effort, or time, including services for computer hardware and software maintenance or repair; programming and analysis of IT systems; IT training or other IT consulting service.
<b>ACQUISITION METHOD</b>	List the acquisition method. <u>Competitive</u> : Formal, Informal, etc. <u>Non-Competitively Bid (NCB)</u> : Community-Based Rehabilitation Program (CRP), Emergency Contracts, etc. <u>Leveraged Procurement Agreements (LPA)</u> : 1122 Procurement Program, California Multiple Award Schedule, Master Agreement, etc. Emergency Purchases (Non-Disaster)
<b>SECTION 4A</b>	<b>REQUIRED SIGNATURES</b>
<b>REQUIRED SIGNATURES</b>	The PCO and PAC must authorize the request (GSPD 14-001) by signing and dating the form.
<b>SECTION 4B</b>	<b>REQUIRED SIGNATURES FOR INFORMATION TECHNOLOGY INCREASE ONLY</b>
<b>REQUIRED SIGNATURES FOR INFORMATION TECHNOLOGY INCREASES</b>	In addition to the PCO and PCA signatures, the state agency's information officer is required to sign the request for all IT purchase authority increases.

<b>ATTACHMENT 1</b>	<b>PCO, Statement of Commitment</b>
	Complete Attachment 1, PCO, Statement of Commitment, to change PCO or designate a new PCO. Changes to the PCO must be submitted to the Department of General Services/Procurement Division/PAU within thirty (30) days of the change. <ul style="list-style-type: none"> <li>• Enter the state agency's name;</li> <li>• Print the PCO's name;</li> <li>• List the PCO's working title and state classification; and</li> <li>• PCO sign and date.</li> </ul>
<b>ATTACHMENT 2</b>	<b>PAC, Statement of Commitment</b>
	Complete Attachment 2, PAC, Statement of Commitment to change PAC or designate a new PAC. Changes to the PAC must be submitted to the Department of General Services/Procurement Division within thirty (30) days of the change. <ul style="list-style-type: none"> <li>• Enter the state agency's name;</li> <li>• Print the non-IT PAC's name;</li> <li>• List the PAC's working title and state classification; and</li> <li>• PAC to sign and date.</li> <li>• Print the IT PAC's name;</li> <li>• List the PAC's working title and state classification; and</li> <li>• IT PAC to sign and date.</li> <li>• Print the PCO's name;</li> <li>• PCO to sign and date.</li> </ul>

ATTACHMENT 3	PURCHASING AUTHORITY INCREASE JUSTIFICATION
	This attachment must be submitted with the PACR when submitting a purchasing authority increase request (general or transaction-based increases).
<b>A. GENERAL INCREASE</b>	Complete requirements listed in A, items 1-5.
<b>B. TRANSACTION-BASED INCREASE</b>	This is for a one-time increase for a single procurement transaction. Complete requirements listed in B, items 6-7.
<b>C. TRANSACTION-BASED INCREASE (IT Acquisitions Only) (in addition to items in B above)</b>	(IT Acquisitions Only.) Complete requirements listed in C, items 8-10.
<b>D. EMERGENCY PURCHASE (Non-Natural Disaster)</b>	Complete requirements listed in D, items 11-14.
ATTACHMENT 4	SECONDARY STATE AGENCY INFORMATION
<b>Primary State Agency PCO – General Information</b>	<p>List the primary state agency's information in Box 1:</p> <ul style="list-style-type: none"> <li>• Enter the state agency's name;</li> <li>• Print the PCO's name;</li> <li>• List the PCO's working title and state classification;</li> <li>• List the address;</li> <li>• List the phone number;</li> <li>• List the email; and</li> <li>• PCO sign and date.</li> </ul> <p>The signature confirms that the PCO will purchase on behalf of the secondary state agency and will certify that the PCO will adhere to the requirements as listed in the Attachment 1, PCO, Statement of Commitment.</p>
<b>Primary State Agency PAC, Non-IT - General Information</b>	<p>List the primary state agency's PAC, non-IT PAC information in Box 2:</p> <ul style="list-style-type: none"> <li>• Print the PAC's name;</li> <li>• List the PAC's working title and state classification;</li> <li>• List the address;</li> <li>• List the phone number;</li> <li>• List the email; and</li> <li>• PAC sign and date.</li> </ul> <p>The signature certifies that the PAC will adhere to the requirements as listed in Attachment 2, PAC, Statement of Commitment.</p>
<b>Primary State Agency's PAC, IT – General Information</b>	<p>List the primary state agency's PAC, IT PAC information in Box 3:</p> <ul style="list-style-type: none"> <li>• Print the PAC's name;</li> <li>• List the PAC's working title and state classification;</li> <li>• List the address;</li> <li>• List the phone number;</li> <li>• List the email; and</li> <li>• PAC sign and date.</li> </ul> <p>The signature certifies that the PAC will adhere to the requirements as listed in Attachment 2, PAC, Statement of Commitment.</p>
<b>Secondary State Agency PCO – General Information</b>	<p>List the secondary state agency's PCO information in Box 4:</p> <ul style="list-style-type: none"> <li>• Enter the state agency's name;</li> <li>• List the PCO's name;</li> <li>• List the PCO's working title and state classification;</li> <li>• List the address;</li> <li>• List the phone number;</li> <li>• List the email; and</li> <li>• PCO sign and date.</li> </ul> <p>The signature certifies that the PCO will adhere to the requirements as listed in</p>

	<p>Attachment 2, PAC, Statement of Commitment.</p> <p>The signature confirms that the secondary state agency's PCO understands that their state agency has not been granted purchasing authority and acknowledges that the primary state agency will conduct the procurement activities on their behalf.</p>
<b>Secondary State Agency – Justification</b>	<p>Primary and/or secondary state agency is to provide a justification as to why the primary state agency needs to purchase on behalf of the requested secondary state agency. Attach an additional sheet, if needed.</p>