

Note: See the Purchasing Authority Manual, Chapter 13, Topic 1, for instructions on completing this Part A.

Purchasing Authority is Requested for Procurement Activities Conducted by:	
Agency	
Department	
Sub-Department	

Current Purchasing Authority Number(s), if applicable:	
Number(s)	

Procurement and Contracting Officer		New PCO <input type="checkbox"/> / PCO Info. Revision <input type="checkbox"/>
Name		
Title		
Office		
Mailing Address		
Physical Address		
Phone & Fax		
E-mail Address		
IMS Code		
<i>I, the Procurement & Contracting Officer, state my understanding of and commitment to my responsibilities as the department's Procurement and Contracting Officer, and my understanding of and commitment to the department's adherence to the purchasing authority requirements as contained in the State's Purchasing Authority Manual.</i>		
Signature of Procurement & Contracting Officer (must match the name above)		Date

Non-Information Technology Purchasing Authority Contact		New Contact <input type="checkbox"/> / Contact Info. Revision <input type="checkbox"/>
Name		
Title		
Office		
Mailing Address		
Physical Address		
Phone & Fax		
E-mail Address		
IMS Code		
<i>I, the Non-Information Technology Purchasing Authority Contact, state my understanding of and commitment to my responsibilities as the department's Non-Information Technology Purchasing Authority Contact, and my understanding of and commitment to the department's adherence to the purchasing authority requirements as contained in the State's Purchasing Authority Manual.</i>		
Signature of Non-Information Technology Purchasing Authority Contact (must match the name above)		Date

Information Technology Purchasing Authority Contact		New Contact <input type="checkbox"/> / Contact Info. Revision <input type="checkbox"/>
Name		
Title		
Office		
Mailing Address		
Physical Address		
Phone & Fax		
E-mail Address		
IMS Code		
<i>I, the Information Technology Purchasing Authority Contact, state my understanding of and commitment to my responsibilities as the department's Information Technology Purchasing Authority Contact, and my understanding of and commitment to the department's adherence to the purchasing authority requirements as contained in the State's Purchasing Authority Manual.</i>		
Signature of Information Technology Purchasing Authority Contact (must match the name above)		Date