For PD Use Only	
PACR # _____	
___ Approved	___ Denied
PAU Specialist:	

PURCHASING AUTHORITY CHANGE REQUEST (PACR)

SECTION 1: General Information

DEPARTMENT NAME		PURCHASING AUTHORITY #	

PLEASE SELECT ONE

Revision to current: ☐ **Procurement and Contracting Officer (PCO)** ☐ **Non-IT Purchasing Authority Contact (PAC)** ☐ **IT Purchasing Authority Contact (PAC)** **(COMPLETE SECTIONS: 2 & 4 below)**	☐ **Purchasing Authority Increase Request (PAIR)** ☐ **Emergency Purchase (non-natural disaster)** **(COMPLETE SECTIONS: 3 & 4 below and Attachment 3)**	☐ **Request to purchase on behalf of another department.** **List Secondary Department's Name:** _____ **(COMPLETE SECTION: 4 below and Attachment 4)**

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			

☐ **New PCO designee (Complete & Submit Attachment 1, PCO Statement of Commitment)**
☐ **New PAC designee (Complete & Submit Attachment 2, PAC Statement of Commitment)**

SECTION 3: Purchasing Authority Increase Request (PAIR) *(Complete and Submit Attachment 3)*

TYPE of INCREASE	☐ *General Increase** *(General Increase see Page 2 for additional information)* ☐ *Transaction-Based Increase*	**FOR TRANSACTION -BASED INCREASE AMOUNT REQUESTED**	
CONTRACT TYPE	☐ *Non-IT Goods* ☐ *IT Goods and Services* ☐ *Non-IT Services (only applicable when purchasing off an LPA)*		
ACQUISITION METHOD			

For PD Use Only
PACR # _____
___ **Approved** ___ **Denied**
PAU Specialist:

***COMPLETE FOR GENERAL INCREASE ONLY**
Departments are not allowed to request past any statutory maximum amount
(e.g. Small Business/Disabled Veteran Business Enterprise) (SB/DVBE)

	ACQUISITION METHOD	IT REQUESTED AMOUNT	NON-IT GOODS REQUESTED AMOUNT	NON-IT SERVICES
COMPETITIVE				
1	Fair and Reasonable			*Refer to State Contract Manual (SCM) Vol. 1*
2	Formal			*Refer to SCM Vol. 1*
3	Informal			*N/A*
4	Small Business (SB) Option	$249,999.99		*Refer to SCM Vol. 1*
5	Disabled Veteran Business Enterprise (DVBE) Option			*Refer to SCM Vol. 1*
NON-COMPETITIVELY BID (NCB) (Contracts as a result of an approved NCB/Special Category NCB Request (SCR) Justification or exempt from competition by law or policy)				
6	NCB Contract (as a result of an approved NCB or SCR Justification)			*Refer to SCM Vol. 1*
Exempt by Law:				
7	Community-Based Rehabilitation Program (CRP)	Unlimited	Unlimited	*Refer to SCM Vol. 1*
8	Emergency Contracts	Unlimited	Unlimited	*Refer to SCM Vol. 1*
9	Interagency Agreement (IAA)		*N/A*	*Refer to SCM Vol. 1*
10	IT IAA with Department of Technology (Data Center Services)		*N/A*	*N/A*
11	Prison Industry Authority (PIA)	*N/A*	Unlimited	*Refer to SCM Vol. 1*
Exempt by Policy:				
12	Emergency Contract (non-natural disaster)			*N/A*
13	New/Existing Proprietary Software, Proprietary Maintenance, Proprietary Subscriptions/Publications			*Refer to SCM Vol. 1*
LEVERAGED PROCUREMENT AGREEMENTS (LPA) (requiring further competition within the category (i.e. obtaining offers, etc.) – refer to individual LPA user instructions)				
14	1122 Procurement Program (GSA Component)	*N/A*		*N/A*
15	California Multiple Award Schedules (CMAS)			
16	Cooperative Agreements (CA)			*Refer to user instructions*
17	Master Agreements (MA)			
18	Software Licensing Program (SLP)		*N/A*	*N/A*
19	State Price Schedules (SPS)			*N/A*
LEVERAGED PROCUREMENT AGREEMENTS (no further competition required – refer to individual LPA user instructions)				
20	Cooperative Agreements			
21	Master Agreements			
22	Statewide Contract	Unlimited	Unlimited	*N/A*

	PRE-PROCUREMENT REQUIREMENT	IT REQUESTED AMOUNT	NON-IT GOODS REQUESTED AMOUNT	NON-IT SERVICES
Justifications				
23	Non-Competitively Bid (NCB) Justification			*Refer to SCM Vol. 1*
24	Limited To Brand (LTB) Justification			*N/A*

For PD Use Only
PACR # _____
___ Approved ___ Denied
PAU Specialist:

* CMAS Non-IT Services orders above $50,000 must be approved by the Department of General Services, Procurement Division prior to award (State Contract Manual (SCM) Vol. 2, Chapter 6)

SECTION 4A: Required Signatures	
Signature of Procurement & Contracting Officer (must match the name in Section 2)	*Date*
Signature of Non-IT Purchasing Authority Contact (must match the name in Section 2)	*Date*
Signature of IT Purchasing Authority Contact (must match the name in Section 2)	*Date*

SECTION 4B: Required Signatures for IT Increases Only	
Signature of Department's Deputy Director	*Date*
Signature of Agency Information Officer	*Date*

Submit completed PACR and all necessary attachments to PAMS@dgs.ca.gov or DGS, Procurement Division, Purchasing Authority Unit, 707 Third Street, 2nd Floor, West Sacramento, CA 95605-2811.

PROCUREMENT AND CONTRACTING OFFICER
Statement of Commitment

I, _____Procurement and Contracting Officer (PCO) for the department 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 department'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 department.
   e. Review and approve the department'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 department's progress in meeting and/or exceeding the purchasing authority standards and for the continuous improvement of the department'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 departmental 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 department 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 department'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 department'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 department 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 departmental 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 department 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 department 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 department'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 department'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 department'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 department'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 department meets DGS procurement rules and standards, including but not limited to, designating a Cal-Card Administrator, creating a departmental Cal-Card manual for use by departmental 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:** The PCO is to ensure that a mission critical statement is signed by the appropriate staff and included in all procurement files.

Signature below certifies that the PCO has read and agree to the terms and conditions herein.

Procurement and Contracting Officer (PCO) must be at the level as described in the SCM F, Ch. 1, 1.A3.1.

Department Name
Procurement and Contracting Officer (Print Name)
Signature and Title
Classification
Date

PURCHASING AUTHORITY CONTACT
Statement of Commitment

I, _____the Purchasing Authority Contact (PAC) for the department 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 department's Procurement and Contracting Officer (PCO), and subordinate staff while overseeing the day-to-day procurement activities conducted under the department's delegated purchasing authority.

2. **Training and Certification of Procurement and Contracting Staff**: To maintain the department'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 department's purchasing authority including any sub-delegated purchasing authority within the department. If the department is required to designate a small business advocate, the PAC agrees to coordinate procurement activities with the department's small business advocate. PAC will ensure that the department'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 department's procurement and contracting activities, including non-IT services contracts under certain LPA's. The PAC is responsible for providing the department's response to any DGS inquiries, deficiencies, and/or audit findings. The PAC is also responsible for monitoring the department's progress in meeting and/or exceeding the standards and for the continuous improvement of the department'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 department's Cal-Card Program meets DGS standards including, but not limited to, designating a Cal-Card Administrator and, creating a departmental Cal-Card manual for use by departmental 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 department'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 have read and agree with terms and conditions included in the Statement of Commitment (Attachments 1 and 2).

Purchasing Authority Contact (PAC) must be at the level as described in the SCM F, Ch. 1, 1.A3.1.

Department Name	
Purchasing Authority Contact Name – Non-IT (Print Name)	
Title	*Classification*
Signature	*Date*

Purchasing Authority Contact Name – IT (Print Name)	
Title	*Classification*
Signature	*Date*

Procurement and Contracting Officer (Print Name)	
Signature	*Date*

For Procurement Division (PD) Use only
PACR#: _____

This # must appear on the Purchase Document.

PURCHASING AUTHORITY INCREASE JUSTIFICATION

This attachment must be submitted with the Purchasing Authority Change Request (PACR), when submitting a purchasing authority increase request (general or transaction-based increases). Refer to the State Contracting Manual Volumes 2, 3 and F, Chapter 1 for additional information. One PACR is required for general increases and a separate PACR is required for each transaction-based increase for the acquisition method/type being requested. Please provide thorough and complete responses below or your request may be returned unapproved.

Describe the business needs for the purchasing authority increase request by completing and providing the requested documentation for the applicable sections (A, B, C, or D) below:

A. GENERAL INCREASE

#	Subject	Yes	No	N/A
1	Provide two (2) complete procurement files (including the solicitation) for acquisitions that are comparable to the same purchasing threshold as the requested general increase. These acquisitions must have been completed within the last twelve months. PAU will review the files and provide comments (if applicable) to the department. If significant issues exist, the increase will not be granted.			
2	Briefly describe what organizational changes are in place to support the requested general increase and address each of the following: a. The department'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. Also include the department's internal approval process for the requested procurement increase. b. The department's procurement staff is fully trained internally and/or through DGS Cal-PCA training. Include a list of all procurement staff with training classes and dates. c. The department's procurement staff has experience conducting procurement for the acquisition method(s) and at dollar threshold requested. d. Does your department 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 departments legal review process in the included desk procedures manual discussed above. e. Does your department have an internal audit or assessment process? If so, submit a dated copy of your last audit to the PAU. If the audit noted findings/deficiencies, please indicate what corrective action(s) was taken.			
3	Provide a list of all procurements completed in the last twelve month period that are within the department's existing purchasing authority; identifying whether the procurement was completed by DGS/PD, One Time Acquisition (OTA) and/or the California Department of Technology (CDT), Statewide Technology Procurement Division (STPD).			
4	Provide a list of all anticipated procurements that will be conducted under the new general increase amount for the next twelve month period.			

B. TRANSACTION-BASED INCREASE

#	Subject	Yes	No	N/A
5	Submit a justification explaining why the selected acquisition method (e.g. CMAS) makes good business sense as opposed to other procurement methods such as conducting the procurement competitively in the open market. Justification shall include the following: a. Solicitation package (i.e., RFO, bidders list, etc.). b. Designate a procurement contact person and identify them in the solicitation. c. Describe the procurement (IT/Non-IT Goods) (i.e., servers, application software, and consulting services). d. Justification for contracting out (GC 19130 – services only). e. Any pre-procurement approvals required for the acquisition (i.e. CDT, NCB, or LTB).			
6	Attach the Mission Critical Statement (Broadcast Bulletin dated February 18, 2010).			
7	For the 1122 Program, submit an approval letter from the California Office of Emergency Services (Cal-OES) that addresses all of the requirements as stated in the SCM 2 for the 1122 Program.			

C. TRANSACTION-BASED INCREASE (IT ACQUISITIONS ONLY)(*in addition to items in B above*):

#	Subject	Yes	No	N/A
8	Has the department contacted CDT to see if they can offer the services requested? If CDT is unable, attach an explanation.			
9	Is the procurement related to a reportable IT project? If so, please provide a response to the following questions: 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. b. What is the IT Project Oversight and Consulting Division (ITPOC) project risk/criticality rating (low-medium-high)? Please submit risk analysis document. c. Have all required project approvals been received? (i.e. CDT, and Department of Finance (DOF)). d. Did CDT delegate this procurement to your department? e. Submit IT Project Submittal and Approval Exclusions—SAM 4819.32. Reference exclusion (if applicable).			
10	Submit Certification of Compliance with IT Policies—required format provided in SAM 4832, Illustration 1.			

D. EMERGENCY PURCHASE (NON-NATURAL DISASTER)

#	Subject	Yes	No	N/A
11	Attach the proposed procurement (contract/purchase order) or the description of the goods/services to be purchased.			
12	Attach an explanation of the circumstances of the emergency and cite the legal reference.			
13	Attach an explanation of the consequences if this request is not approved and why an alternate acquisition method is not feasible.			
14	Attach an explanation as to why the price is fair and reasonable.			

SECONDARY DEPARTMENT INFORMATION

PRIMARY DEPARTMENT PCO – General Information	
Department:	
PCO Name	
Title & Classification	
Address	
Phone Number	
Email	

My signature certifies that 1) I understand and commit to the responsibilities (as defined in the State Contracting Manuals) as the department's Procurement and Contracting Officer (PCO), and 2) I have assessed and determined that my department 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.

Signature of Procurement & Contracting Officer (must match the name above) *Date*

PRIMARY DEPARTMENT PAC, Non-IT – General Information	
PAC Name	
Title & Classification	
Address	
Phone Number	
Email	

My signature certifies that I, the Purchasing Authority Contact, affirm my understanding as stated in the Statement of Commitment, Attachment 2.

Signature of Purchasing Authority Contact (must match the name above) *Date*

PRIMARY DEPARTMENT PAC, IT – General Information	
PAC Name	
Title & Classification	
Address	
Phone Number	
Email	

My signature certifies that I, the Purchasing Authority Contact, affirm my understanding as stated in the Statement of Commitment, Attachment 2.

Signature of Purchasing Authority Contact (must match the name above) *Date*

SECONDARY DEPARTMENT PCO – General Information	
Department:	
PCO Name	
Title & Classification	
Address	
Phone Number	
Email	

*My signature certifies that I, the Procurement & Contracting Officer, affirm my understanding that the department has not been granted purchasing authority under this application and that the purchasing authority will be granted to the **Primary Department** identified **above**, which will conduct the procurement activities.*

Signature of Procurement & Contracting Officer (must match the name above)	*Date*

SECONDARY DEPARTMENT – JUSTIFICATION

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

Form Field	What To Enter
SECTION I	**GENERAL INFORMATION**
Department Name	Enter department's name.
Purchasing Authority #	Enter department's purchasing authority number.
Check all applicable revision boxes: **PCO and/or PAC Revision**	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, PROCUREMENT AND CONTRACTING OFFICER, Statement of Commitment & Attachment 2 PURCHASING AUTHORITY CONTACT, Statement of Commitment, if applicable.
Purchasing Authority Increase Request (PAIR)	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.
Emergency Purchase	Check if this request is for Emergency Purchase (non-natural disaster). Complete Sections 3 & 4.
Secondary Department (Request to purchase on behalf of a another department)	If applicable, check the box and enter the secondary department's name. Complete Section 4 and Attachment 4, SECONDARY DEPARTMENT INFORMATION.
SECTION 2	**PROCUREMENT AND CONTRACTING OFFICER/PURCHASING AUTHORITY CONTACT**
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. Check the box and complete: Attachment 1, PROCUREMENT AND CONTRACTING OFFICER, Statement of Commitment, for the PCO, and/or Attachment 2, PURCHASING AUTHORITY CONTACT, Statement of Commitment, for the PAC.
SECTION 3	**PURCHASING AUTHOIRTY INCREASE REQUEST (PAIR)**
Type of Increase	Check the applicable box and complete Attachment 3, PURCHASING AUTHORITY INCREASE JUSTIFICATION. <u>General Increase</u>: A request for permanent purchasing authority increase. Note: Another general increase may not be submitted for at least (3) three years. Complete Page 2 For General Increase Only. Enter the proposed increased dollar amount in the appropriate column(s) for the type of service(s) that are being requested. or <u>Transaction-Based Increase</u>**:** A one-time increase for a procurement transaction.
For Transaction-Based Increase Amount Requested	Enter the amount that the department is requesting for the single procurement, transaction-based increase.
Contract Type	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.

Acquisition Method	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</u>: 1122 Procurement Program, California Multiple Award Schedule, Master Agreement, etc.
SECTION 4A	**REQUIRED SIGNATURES**
Required Signatures	The PCO and PAC must authorize the request (GSPD 14-001) by signing and dating the form.
SECTION 4B	**REQUIRED SIGNATURES FOR INFORMATION TECHNOLOGY INCREASE ONLY**
Required Signatures for Information Technology Increases	In addition to the PCO and PCA signatures, the department's deputy director and the department's agency information officer are required to sign the request for all IT purchase authority increases.

Attachment 1	**PROCUREMENT AND CONTRACTING OFFICER Statement of Commitment**
	Complete Attachment 1, PROCUREMENT AND CONTRACTING OFFICER, 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. Box 1: • Enter the department's name; • Print the PCO's name; • PCO sign and list their working title; • List the PCO's State classification; and • Add the date.
Attachment 2	**PURCHASING AUTHORITY CONTACT Statement of Commitment**
	Complete Attachment 2, PURCHASING AUTHORITY CONTACT, 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. Box 1: • Enter the department's name; • Print the Non-IT PAC's name; • List the PAC's working title and state classification; and • PAC sign and date. Box 2: • Print the IT PAC's name; • List the PAC's working title and state classification; and • PAC sign and date. Box 3: • Print the PCO's name; • PCO sign and date.

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).
A. General Increase	Complete requirements listed in A, items #1 through #4.
B. Transaction-Based Increase	This is for a one-time increase for a single procurement transaction. Complete requirements listed in B, items #5 through #7.
C. Transaction-Based Increase (IT Acquisitions Only) (in addition to items in B above)	(IT Acquisitions Only.) Complete requirements listed in C, items #8 through #10.
D. Emergency Purchase (Non-Natural Disaster)	Complete requirements listed in D, items #11 through #14.

Attachment 4	**SECONDARY DEPARTMENT INFORMATION**
Primary Department PCO – General Information	List the primary department's information: Box 1: • Enter the department's name; • Print the PCO's name; • List the PCO's working title and state classification; • List the address; • List the phone number; • List the email; and

	• PCO sign and date. The signature confirms that the PCO will purchase on behalf of the secondary department and will certify that the PCO will adhere to the requirements as listed in the Attachment 1, PROCUREMENT AND CONTRACTING OFFICER, Statement of Commitment.
Primary Department PAC, Non-IT - General Information	List the primary department's PAC, Non-IT PAC information: Box 2: • Print the PAC's name; • List the PAC's working title and state classification; • List the address; • List the phone number; • List the email; and • PAC sign and date. The signature certifies that the PAC will adhere to the requirements as listed in Attachment 2, PURCHASING AUTHORITY CONTACT, Statement of Commitment.
Primary Department PAC, IT – General Information	List the primary department's PAC, IT PAC information: Box 3: • Print the PAC's name; • List the PAC's working title and state classification; • List the address; • List the phone number; • List the email; and • PAC sign and date. The signature certifies that the PAC will adhere to the requirements as listed in Attachment 2, PURCHASING AUTHORITY CONTACT, Statement of Commitment.
Secondary Department PCO – General Information	List the secondary department's PCO information: Box 3: • Enter the department's name; • List the PCO's name; • List the PCO's working title and state classification; • List the address; • List the phone number; • List the email; and • PCO sign and date. The signature certifies that the PCO will adhere to the requirements as listed in Attachment 2, PURCHASING AUTHORITY CONTACT, Statement of Commitment. The signature confirms that the secondary department's PCO understands that their department has not been granted purchasing authority and acknowledges that the primary department will conduct the procurement activities on their behalf.
Secondary Department – Justification	Primary and/or secondary department is/are to provide a justification as to why the primary department needs to purchase on behalf of the requested secondary department. Attach an additional sheet, if needed.