



**Department of General Services  
Procurement Division**

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**TO: Purchasing Authority Contacts (PACs)  
Procurement & Contracting Officers (PCOs)**

**RE: New Purchasing Authority Application**

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Effective June 15, 2014, the Department of General Services, Procurement Division (DGS PD) will require the use of a new Purchasing Authority Application.

We are pleased to announce that the new application is now only two pages. While there has been a significant reduction in the information being requested; the new application contains only one new piece of information required, which is the Procurement Policies and Procedures Manual Checklist. Although this checklist is new to the application, it is not new to the process. In accordance with State Contracting Manual (SCM) Volumes 2 and 3 Section 1.C2.6 the Purchasing Authority Unit uses this checklist when reviewing Procurement Policies and Procedures submitted by state agencies. The intent of providing this checklist with the new application is to assist state agencies with their Policies and Procedures by submitting these as a single package rather than triggering deficiencies for unaddressed areas, which would then require this same information at a later date.

The New Purchasing Authority Application can be found [here](#).

The Procurement Policies and Procedures Manual Checklist can be found [here](#).

We are in the process of updating SCM Volumes 2 and 3 to replace the old application with the new application.

If you have any questions regarding this notification, please contact your department's assigned Purchasing Authority Analyst or:

The Purchasing Authority Unit at:  
[pams@dgs.ca.gov](mailto:pams@dgs.ca.gov)