

# REQUEST FOR AUTHORITY TO PURCHASE

Form P-1/Revised - 4/09

To: Office of Purchasing and Travel  
701 Woolfolk Building, Suite A  
501 North West Street  
Jackson, MS 39201

Dept. No. \_\_\_\_\_

Request No. \_\_\_\_\_

Date \_\_\_\_\_

SAAS PC No. \_\_\_\_\_

From: \_\_\_\_\_

Address \_\_\_\_\_

We hereby request "Authority to Purchase" the following commodity or commodities covered by Purchasing Regulations.

| QUANTITY | NAME OF ITEM | DESCRIPTION AND COMPLETE SPECIFICATIONS        | PRICE EACH | TOTAL |
|----------|--------------|------------------------------------------------|------------|-------|
|          |              | To Be Shipped To: _____<br>Address or Location |            |       |

The following bids have been received ( ) after advertising; ( ) by solicitation, and copies of said bids are attached hereto.

| NAME AND ADDRESS OF BIDDER | AMOUNT OF BID | AGENCY PREFERENCE | TYPE OF TRANSACTION                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|----------------------------|---------------|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                            |               |                   | <input type="checkbox"/> Purchase<br><input type="checkbox"/> Agency Contract For _____ Mos.<br><input type="checkbox"/> Rental/Lease For _____ Mos.<br><input type="checkbox"/> Construction (Bureau of Building)<br><br>(FOR USE WITH LEASES OR RENTALS ONLY)<br>THE ORIGINAL COPY OF THIS P-1 FORM IS ON<br>FILE WITH OFFICE OF FISCAL MANAGEMENT.<br>PLEASE SUBMIT A PURCHASE ORDER EACH<br>MONTH FOR THE MONTHLY LEASE OR RENTAL<br>CHARGE AND REFER TO<br><br>P-1 No. _____ |

☐ SC-1 FORM WITH PROPER SIGNATURES AND JUSTIFICATIONS ATTACHED

Attach the following: ( ) Copy of bids (minimum of 2 written bids required if purchase is over \$5,000)  
( ) Proof of advertising - including copy of bids (if purchase is over \$50,000.00)  
( ) Statement containing reason for agency preference and such other information as agency deems pertinent.

APPROVED Date \_\_\_\_\_

SUBMITTED BY: \_\_\_\_\_

By \_\_\_\_\_

OFFICE OF PURCHASING AND TRAVEL

PURCHASING AGENT PHONE NUMBER

INSTRUCTIONS: Send three copies to Office of Purchasing and Travel. The Office of Purchasing and Travel will return two copies (White and Green). Agency will attach one copy (White, original copy) to purchase order, Agency will retain one copy (Green) for their records.