

SIMPLIFIED PURCHASE AGREEMENT

Agency Authorization Form Template

(agency name on line)

"I hereby authorize the following individuals to make single purchases up to the dollar limit specified, under the GPO SPA _____. I further certify that I am the head of the procuring activity or a designee appointed by the head of the procuring activity and that this delegation is in compliance with applicable agency regulations.

The individuals listed below are authorized by

to contract for duplicating and printing and related services including the authority to select contractors and to establish terms and conditions, through the U. S. Government Publishing Office Simplified Purchase Agreement program.

Designated Employee: _____
Title: _____ Purchase Limit (dollar amount): _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____
Mailing Address: _____

Designated Employee: _____
Title: _____ Purchase Limit (dollar amount): _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____
Mailing Address: _____

Designated Employee: _____
Title: _____ Purchase Limit (dollar amount): _____
Telephone Number: _____ Fax Number: _____
E-mail Address: _____
Mailing Address: _____

This procurement authority has been issued in accordance with 48 CFR 1.6 and applicable agency supplemental regulation to the Federal Acquisition Regulations (FAR).

Authorized by:

(Signature)

(Name)

(Title)

(Date)