



**Department of General Services
Procurement Division**

707 Third Street, Second Floor, West Sacramento, CA 95605
(916) 375-4400 (800) 559-5529

Broadcast Date: April 22, 2005

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

RE: Exemptions to Master Agreement limits of \$500,000

Management Memo 03-10 established the requirements for exemptions to Master Agreements. This broadcast announces a new request form titled "Request for Exemption to \$500,000 Limit on Master Agreements".

All departments wishing to request exemption to Master Agreement limits must complete this request form and forward it to the Department of General Services, Procurement Division, Purchasing Authority Management Section, 707 Third Street, Second Floor South, West Sacramento, CA 95605.

The form must be completed in its entirety in order for DGS to consider the request. Since the exemption request is considered a request to increase the department's purchasing authority, both the Procurement and Contracting Officer (PCO) and the Purchasing Authority Contact (PAC) (if the department has designated a PAC) must sign the request. The form is located in SCM F, Chapter 1 Resources:

- http://www.documents.dgs.ca.gov/pd/poliproc/PACR_Binder1.pdf

If you have questions regarding purchasing authority requirements related to the use of Master Agreements, contact DGS/PD's Purchasing Authority Management Section at:

pams@dgs.ca.gov