



**Department of General Services
Procurement Division**

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

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

RE: Purchasing Authority Manual, December 2004 Revision

Effective today the Purchasing Authority Manual (PAM) is revised and replaces and supersedes the PAM issued in July, 2004. This is the second revision. The website link (noted below) contains both the updated and tracked version (showing changes) for each Chapter, as well as a summary of each chapter's changes.

The PAM includes requirements for all departments to meet and maintain in order to receive and renew delegated purchasing authority. These requirements address the competitive and non-competitive procurement of non-IT goods and IT goods and services, as well as orders placed against the state's leveraged procurement agreements, and purchases from the Prison Industry Authority (PIA) and the Community Based Rehabilitation Program (CRP).

Additional information and requirements for formal procurements have been added to this current PAM revision. If a department also has purchasing authority to conduct formal competitive procurements, where the authority exceeds \$25,000 for non-IT goods or \$100,000/\$500,000 for information technology goods and services, the department must comply with the requirements PAM and the current Expanded Guidelines.

- [The PAM is located here](#)

and contains many links to other websites for source documents, forms and other explanatory information. This PAM revision includes minor revisions to the Purchasing Authority Application, specifically to Parts C, D, and E. All new and renewal requests must be submitted on the most current version of the Application available at the time the Application is due. (Note that Applications must be submitted 45 days in advance of authority expiration, rather than 30 days as previously required.)

Should you need assistance, please contact us at PAMS@dgs.ca.gov