



**Department of General Services  
Procurement Division**

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

**RE: Purchasing Authority Manual, July 2004 Revision**

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Effective today the Purchasing Authority Manual (PAM) is revised and replaces and supersedes the PAM issued on March 1, 2004. This is the first of the planned Quarterly revisions. 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).

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. A revision to the PAM to add requirements for formal procurements will be forthcoming once requirements are developed.

Access the PAM here:

[https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI\\$Cal](https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/State-Contracting-Manual-Volume-2-3-FI$Cal)

and contains many links to other websites for source documents, forms and other explanatory information. This PAM revision includes a revised "Purchasing Authority Application." All new and renewal requests must be submitted on this form. Do not submit renewal requests for Leveraged Procurement Agreements (LPA's) in advance of the department's scheduled renewal cycle. The required date to start using the revised application is October 1, 2004, for new requests for purchasing authority and for renewals of purchasing authority. (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 me directly or Cheri Shaw at (916) 375-4350 or ([cheri.shaw@dgs.ca.gov](mailto:cheri.shaw@dgs.ca.gov)) or Linda Daveler at (916) 375-4459 or ([linda.daveler@dgs.ca.gov](mailto:linda.daveler@dgs.ca.gov)).

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