

PURCHASING AUTHORITY AFFIDAVIT

In accordance with Departmental Policy 302.14, the Department of Corrections requires procurement authority to be delegated in writing. This document will serve that purpose. A purchasing authority is a responsible person, designated by a department head to perform the procurements identified below, and within the specified dollar limits. Each purchasing authority will have a duly executed Purchasing Authority Affidavit on file with the Department Procurement Manager. Only those employees that have a written purchasing delegation on file are authorized to perform departmental procurements. By signature below the purchasing authority certifies that they will comply with all State procurement Statutes and Regulations, the State Administrative Manual, and all related department policies, procedures and directives. Sub-delegations of this authority are not allowed. A zero indicates authority has not been delegated to this individual.

AS 36.30 – Procurement Code 2 AAC 12 – Procurement Regulations Alaska Administrative Manual - Sections 81 & 82

DOA Delegation of Purchasing Authority Delegation of Construction Authority

Policy & Procedure #302.15 – Procurement Policy & Procedure #302.14 – Delegation of Purchasing Authority

COMMODITIES AND NON-PROFESSIONAL SERVICES LIMIT:

The person indicated below is authorized to perform and award commodity and non-professional service procurement actions (DOA) not to exceed the amount specified.	\$0.00
Comments:	

CONSTRUCTION LIMIT:

The person indicated below is authorized to perform and award construction procurement actions (DOT/PF) not to exceed the amount specified.	\$0.00 (Commodities)
Comments:	\$0.00 (Services)

PROFESSIONAL SERVICES LIMIT:

The person indicated below is authorized to perform professional service procurement actions (DOA) not to exceed the amount specified.	\$0.00
Comments:	

PURCHASING AUTHORITY:

Purchasing Authority's Name - Typed	Signature	Date:
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RECOMMENDING AUTHORITY:

Superintendent/Unit Manager's Name – Typed	Signature	Date:
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APPROVING AUTHORITY:

Director's Name – Typed	Signature	Date:
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APPOINTING AUTHORITY:

Commissioner or Designee – Typed	Signature	Date:
John Schauwecker, DOC Procurement Manager		