



DEPARTMENT OF MANAGEMENT  
**SERVICES**

4050 Esplanade Way • Tallahassee, Florida 32399-0950

LAWTON CHILES, GOVERNOR

WILLIAM H. LINDNER, SECRETARY

January 12, 1998

MEMORANDUM NO.14 (97-98)

TO: State Office Addressed

FROM:  George C. Banks, Director  
State Purchasing

SUBJECT: Agency Authorized Designation

Enclosed is a revised copy of the subject form representing the changes resulting from delegation given to State agencies. We have left the old alpha codes struck through for information only.

Please have the form photocopied for use as revisions are made in delegation within your agency. Also when the agency head changes, the form must be refilled with the office indicating the persons authorized to sign for specific types of designations.

If you have any questions, please contact Buddy Barker at (850) 488-8131, Suncom 278-8131 or email [barkerb@dms.state.fl.us](mailto:barkerb@dms.state.fl.us)

HPB/



STATE OF FLORIDA  
DEPARTMENT OF  
**MANAGEMENT SERVICES**

DIVISION OF PURCHASING  
Bureau of Procurement  
4050 Esplanade Way  
Suite 315  
Tallahassee, Florida 32399-0950

**AGENCY AUTHORIZATION DESIGNATION**

TYPE OF DESIGNATION

- ~~A. Waive Legal Advertisement~~
- ~~B. Contract Exception~~
- ~~C. Single Source~~
- ~~D. No Competitive Bid/Proposal~~
- ~~E. Emergency Certification~~
- ~~I. Information Technology Resource~~
- ~~R. Requisition~~  
(HRS & Corrections Use ONLY)
- ~~N. Non-Compliant Contract Certification~~

AGENCY: \_\_\_\_\_

DISTRICT OR REGION: \_\_\_\_\_

<u>DESIGNEE'S NAME AND TITLE</u>	<u>DESIGNEE'S SIGNATURE</u>	<u>TYPE OF DESIGNATION</u>
Typed	Signed	
Typed	Signed	
Typed	Signed	
Typed	Signed	
Typed	Signed	
Typed	Signed	
Typed	Signed	

**AUTHORIZED BY AGENCY HEAD** \_\_\_\_\_

Typed

Signed

Date