

FORM DA-1 (DOP 2019) - PURCHASE REQUISITION

*Indicates required field

INSTRUCTIONS:

1. Complete all required fields.
2. Under "Description of Property":
 - a. For new purchases, include only costs associated with the "initial term."
 - b. Indicate "renewal" or "amendment" for changes to existing contracts and describe the requested change.
3. If you have different funding source caps for different aspects of the purchase (e.g. admin vs. programming), list these as separate line items.
4. Sign and date form. Remember: the DA-1 must be signed by someone with authority to bind the agency; your signature affirms that the agency funds appropriated and available.
5. Submit completed form to purchasing@adm.idaho.gov along with a completed questionnaire (for new purchases)

AGENCY INFORMATION	
AGENCY NAME* _____	DELIVERY/SERVICE ADDRESS* (if mult, attach separately) _____
AGENCY CONTACT* _____	INVOICE ADDRESS* _____
PHONE* _____	AGENCY REQ. NO. _____
EMAIL* _____	(for internal tracking) _____
AGENCY CODE _____	

DESCRIPTION OF PROPERTY					
Item No.	Description*	QTY*	Unit of Measure*	Est. Unit Price*	Est. Total Price*
1					
2					
3					
4					
5					
6					
7					
8					
9					
TOTAL ESTIMATED COST*					

ADDITIONAL INFORMATION					
FOR NEW TERM CONTRACTS*:		FOR NEW PROCUREMENTS:	FOR RENEWALS/AMENDMENTS*:		MISC. AGENCY NOTES:
Total anticipated term (including renewals)		List of known vendors (optional):	Contract Number		
Total anticipated spend (with renewals)			Contractor Name		
Do you have an ongoing appropriation to cover renewals?					

CERTIFICATION*: By submitting this DA-1, I hereby certify that the items specified in this requisition are requested by proper authority; they are necessary in the public service; and there are sufficient appropriation balances for payment at the totals indicated above.

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Authorized Agency Signature

Printed Name

Date