

**FORM DA-1 (DOP 2023) - PURCHASE REQUISITION**

**AGENCY INFORMATION**

AGENCY NAME \_\_\_\_\_  
 AGENCY CONTACT \_\_\_\_\_  
 PHONE \_\_\_\_\_  
 EMAIL \_\_\_\_\_

**INSTRUCTIONS:**

1. Complete all fields provided below.
2. Use Renewals, Amendments, and Agency Notes as needed.
3. Attach additional supporting documents as needed.
4. Sign, date, and return this form to DOP.

**DESCRIPTION OF PROPERTY**

Item No.	Description	QTY	Unit of Measure	Est. Unit Price	Est. Extended Price
1					
2					
3					
4					
5					
6					
7					
8					
9					
				<b>TOTAL ESTIMATED PRICE</b>	

**ADDITIONAL INFORMATION**

FOR RENEWALS:		FOR AMENDMENTS:		AGENCY NOTES/ADDITIONAL INFORMATION:
Contract Number		Contract Number		
Contractor Name		Contractor Name		
Renewal Period		Provide details for your amendment in "Agency Notes" or as a separate attachment, as needed.		

**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