

FORM DA-1 (DOP 2023) - PURCHASE REQUISITION

*Indicates required field

AGENCY INFORMATION*

AGENCY NAME _____
 AGENCY CONTACT _____
 PHONE _____
 EMAIL _____

INSTRUCTIONS:

1. Complete all required fields.
2. Under "Description of Property":
 a. Indicate "renewal" or "amendment and enter quantity, unit, and pricing information.
3. Under "Additional Information":
 a. Fill in all fields for the appropriate action as indicated in the "Description".
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 **contractadmin@adm.idaho.gov** along with detailed change information for Amendments.

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					
TOTAL ESTIMATED PRICE					

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