



DELEGATION OF PURCHASE AUTHORITY
 OFFICE OF MANAGEMENT AND BUDGET
 SHARED SERVICES - STATE PROCUREMENT OFFICE
 SFN 2566 (07-2024)

Persons who have completed Procurement Officer Certification Training are eligible to receive purchase authority as outlined in the Level 1 State Procurement Manual. Any person with delegated purchase authority will exercise this authority in accordance with the terms of the delegation, state procurement laws, rules, and agency internal policies related to procurement (N.D.A.C. § 4-12-03-04). Violation of procurement state laws, rules and written directives will be reported to the employing agency or institution for appropriate disciplinary action. A violation may constitute action outside the employee's scope of employment (N.D.A.C. § 4-12-01-06). OMB approval is required prior to delegation for major IT projects, provisional and to non-state employees.

Retain this purchase authority delegation on file at the agency.

Section 1: COMPLETED BY PERSON REQUESTING DELEGATED AUTHORITY

Requestor Name	
Agency/Institution Name	Division/Department

CERTIFICATION LEVEL (each course is the prerequisite for the next course level)	ELIGIBLE FOR DELEGATED AUTHORITY NOT TO EXCEED	DATE COMPLETED
Level 1 Procurement Course	Less Than \$10,000	
Level 2 Procurement Course (Less Than \$50,000)	Less Than \$50,000	
Level 3 Procurement Course (Less Than \$100,000)	Less Than \$100,000	
Level 4 Procurement Course (\$100,000 and over)	\$100,000 and over	

Requestor Name	Date
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Section 2: COMPLETED BY AGENCY/INSTITUTION HEAD OR DESIGNEE

Procurement officers may receive delegated authority within limits of the OMB blanket delegated purchase authority as outlined in the Level 1 State Procurement Manual.

Describe Delegated Authority Granted <input type="checkbox"/> Level 1 <input type="checkbox"/> Level 2 <input type="checkbox"/> Level 3 <input type="checkbox"/> Level 4 <input type="checkbox"/> State Contracts/Sources of Supply <input type="checkbox"/> Other - Amount:

Describe any purchasing limits (excluded goods, services, or required approvals)
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Agency/Institution Head or Designee Signature	Date
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Section 3: OMB-USE ONLY (Only OMB can grant this special authority. Does not change the Agency/Institutional Head Delegation)

Delegation Type <input type="checkbox"/> Major IT <input type="checkbox"/> Provisional <input type="checkbox"/> Non-State Employee	OMB Director or Designee Signature	Date
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Comments

Section 4: REVOCATION

This delegation will terminate if the person is no longer employed by, or a vendor under contract with, the agency. The delegated authority may be revoked by the agency head or designee.

Revocation Effective Date	Name of Agency Head or Designee
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