



**DELEGATION OF PURCHASE AUTHORITY**  
 OFFICE OF MANAGEMENT AND BUDGET  
 CENTRAL SERVICES - STATE PROCUREMENT OFFICE  
 SFN 2566 (06-2018)

Employees who have completed Procurement Officer Certification Training are eligible to receive purchase authority. 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).

**Section 1: COMPLETED BY EMPLOYEE**

Employee 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	

Employee Signature	Date
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**Section 2: COMPLETED BY AGENCY/INSTITUTION HEAD OR DESIGNEE**

Indicate the specific purchase authority being delegated to this employee. State agency employees can only 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)	
Agency/Institution Head or Designee Signature	Date

**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/Partial	OMB Director or Designee Signature	Date
Comments		

**Section 4: REVOCATION**

Retain this purchase authority delegation on file at the agency. This delegation will terminate if the employee ceases to be employed by 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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