

## *EOTA – Business Form*

	<p><i>Document Title:</i> <b>Purchase Authorization</b></p>
	<p><i>Document Number:</i> ADMF-001 Rev 09_0420</p>
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<p><i>Parent Document:</i> ADMP-001, Procurement Process</p>	<p><i>Notify of Changes:</i> ADM, MGT</p>
<p><i>Referenced Documents:</i> N/A</p>	

**Revision History:**

Rev.	Description of Change
A	Initial Release
08_0916	Modified entire form for better documentation. Form modified to have "fill-in" blocks.
09_0325	Modified to reflect major changes in procurement process and transfer of form into Excel format.
09_0420	Modified to reflect minor changes in vendor identification/data and to clarify specific items.

**Definitions:**

**Green Purchase** – Term used to identify that a purchase meets Federal environmental protection requirements, these requirements are identified on the instructions included on the Purchase Authorization form.

**GPC Preferred Vendor** – Vendor preference criteria associated with purchases executed using the Government Purchase Card GPC, this criteria is identified on the instructions included on the Purchase Authorization form.

**GSA Approved Vendors** – General Services Administration (GSA), a listing of vendors approved for use by government managed organizations. All GSA approved vendors can be viewed at <http://www.gsa.gov/Portal/gsa/ep/home.do?tabId=0> .

