

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					
				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