

PURCHASE AUTHORIZATION REQUIRED

Analysis requests and/or samples submitted for

Federal Government / U.S Department or Agency

And State Of MN Department or State Agency

The submission request and samples **MUST** include a **PURCHASE ORDER NUMBER**, or a Contract/Requisition Reference Number.

The Purchase Order or Contract paperwork **MUST** include:

- **current fiscal year date** or include an *Amendment* for the current fiscal year date
- **U.S. dollar total** or cost limit
- **signed** authorization providing **clear and complete** contact information
- clear and complete “Bill To” or Invoice instructions.

Submission without a hard copy of the Purchase Order, etc., is **only** allowed if:

- a clear reference number is provided on the submission form **AND** the approved Purchase Order, etc., is already on file in the **Standing Orders/Pending Jobs** book, or an email and/or fax copy is available
- There is prior written or emailed communication with Brian Barber or Keith Piotroski for agreement to accept the work request and samples, **with the condition** that authorized purchase arrangements are pending, **AND** the source’s assurance is extremely reliable.
- The submitter indicates payment by credit card is allowed for purchase under a prescribed dollar limit **AND** the agency approval is verified in writing or by email by the submitting agency’s procurement officer or accounts payable personnel.