



**ARIZONA DEPARTMENT OF ADMINISTRATION**

**SPECIAL SERVICES DIVISION**

**SURPLUS PROPERTY MANAGEMENT OFFICE**

1537 WEST JACKSON STREET – PHOENIX, ARIZONA 85007-3215

602-542-5701

**Pre-Authorization to Purchase Form**

*This form is to be filled out prior to coming to Surplus Property. The intention of this form is to expedite the invoicing process.*

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Authorized Signer

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Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Donee #: \_\_\_\_\_

Agency Name: \_\_\_\_\_

Function Code: \_\_\_\_\_

Blanket PO #: \_\_\_\_\_

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Pre-Authorization

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\_\_\_\_\_ has pre-authorization to purchase:

With a dollar limit of: \$ \_\_\_\_\_

Signature of Authorized Signer: \_\_\_\_\_

Date: \_\_\_\_\_

*This pre-authorization will expire 30 days from signed date.*

*This Pre-Authorization to Purchase Form grants limited proxy to sign the Transfer Document and Invoice on behalf of the Authorized Signer.*