

**APPLYING FOR PURCHASING AUTHORITY AND
ASSIGNING PURCHASING AUTHORITY NUMBERS** **2607**
(May 2005)

APPLYING FOR PURCHASING AUTHORITY **2607.1**
(May 2005)

The request for purchasing authority in CAL FIRE has been delegated to Sacramento Headquarters only. There are two types of authority:

- Non – It Purchasing Authority requested by Business Services
- IT Purchasing Authority requested by Information Technology

Purchasing Authority is requested by application to DGS. The department specifies types, categories and dollar thresholds for which it is requesting the authority.

**WHAT IS THE PURPOSE OF THE PURCHASING
AUTHORITY NUMBER?** **2607.2**
(May 2005)

The purchasing authority number identifies the department's authority to conduct a solicitation and/or execute a purchase document for specific types, categories, and dollar thresholds of goods and/or services. The purchasing authority number also informs the State Controllers Office (SCO) that the department has the authority to execute purchase documents, enabling the SCO to process payments to suppliers.

**HOW DOES DGS/PD DIFFERENTIATE BETWEEN THE
TWO TYPES OF PURCHASING AUTHORITY?** **2607.3**
(May 2005)

Upon purchasing authority approval, PAMS will assign departments a purchasing authority (PA) number(s), identifying the type of purchasing authority activity, non-IT and/or IT, the department has been approved to conduct. The numbering format for the two types of purchasing authority is similar, while allowing for differentiation.

For both PA types, the numbering format is limited to a maximum of 12 alpha/numeric characters and hyphens as follows:

- The first character is always a "9" which denotes purchasing authority.
- The second character is normally either a "G" for non-IT or an "I" for IT, followed by a hyphen. However, purchasing authority for procurement activities conducted by a data center and associated with data center services, is identified by a "D"

- The next four characters identify the purchasing authority expiration month and year, followed by a hyphen. Purchasing authority always expires on the last day of the month.
- The next three characters identify the department by a representative acronym, followed by a hyphen. This is the department that has been granted the purchasing authority.
- The remaining three characters identify whether the authority is a headquarters location or other location such as a hospital, veterans home, state hospital, etc. It also identifies the department for which procurement activities will be conducted.

CAL FIRE has only been approved for purchasing authority at the departmental level. DGS does not allow for authority to be requested at the Region or Unit levels in CAL FIRE.

EXAMPLE OF A NON-IT PA NUMBER

2607.4

(No. 2 September 2005)

Purchasing Authority Number for CAL FIRE:

9G-0606-FFP-HQ1

Translation: Department of Forestry and Fire Protection, headquarters location, non-IT purchasing authority, expires June 30, 2006.

Definition

9 = Purchasing authority

G = Non-IT purchasing authority type

06 = Purchasing authority expires June 30

06 = Purchasing authority expires 2006

FFP = Department of Forestry and Fire Protection

HQ1 = Headquarters location

WHEN IS THE PA NUMBER USED?

2607.5

(May 2005)

The PA number must be entered on every purchase document a department executes, regardless of dollar value, under approved purchasing authority. This number is in addition to any other purchasing category contract numbers required by DGS/PD policies and procedures.

Departments authorized both types of purchasing authority (non-IT and IT) will be assigned a separate PA number for each purchasing authority type. Care must be taken to insure the applicable PA number is entered on the purchase document in accordance with the applicable purchasing authority type.

WHEN DOES THE NUMBER CHANGE?

2607.6

(No. 2 September 2005)

Each year departments must reapply for purchasing authority. When the purchasing authority is granted for that year, the number changes accordingly. Only the numbers indicating the year change (i.e. 9G-0606-FFP-HQ1 would change to 9G-0607-FFP-HQ1). For CAL FIRE, our authority year begins July 1 and runs through June 30. Authority year does not represent calendar or fiscal year. It is just a coincidence that CAL FIRE's time period is the same as the fiscal year.

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[\(see Forms or Forms Samples\)](#)