<<Date of Request>>

Department of Enterprise Services

1500 Jefferson St SE

Olympia, WA 98501

Subject: Purchasing Authorization Request

To Contract Administrator:

We are interested in purchasing vehicles from the state master contract, as specified in the table below.

|  |  |  |  |
| --- | --- | --- | --- |
| **Contractor and Contact** | **Grant Number†** | **Delivery Location\*** | **Estimated Delivery Date** |
|  |  |  |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Vehicle Type** | **Quantity** | **Bus Length (Feet)** | **Fuel Type** |
|  |  |  |  |

\*Delivery Location indicates final delivery location of requested bus purchase indicated above.

**†** If using a grant, please include authorization from the relevant entity. For Washington purchasers this is the Washington State Department of Transportation.

Please return your authorization email to contact listed below:

|  |  |  |  |
| --- | --- | --- | --- |
|  |  |  |  |
| **Point of Contact** |  |  |  | **Title** |  |  |
|  |  |  |  |  |
| **Agency** |  |  |  | **Phone Number** |  | **Email** |
|  |  |  |
| **Street Address** |  |  |  |  |  |  |
|  |  |  |  |  |  |  |
| **City** |  | **State** |  | **Zip Code** |  |  |