



**AUTHORITY FOR LOCAL PURCHASES**

State Form 47911 (Rev. / 4-03)

Approved by the Auditor of State and State Board of Accounts, 2003

<b>Authority Number:</b>
<b>LP#</b>
<b>Fund Center Number:</b>
<b>State Agency Name:</b>
<b>Agency Number:</b>
<b>Amount of SDO Advanced: Date</b>

Pursuant to authority vested in me by Indiana Code 4-13-2-20, \_\_\_\_\_ : designated by the head of the State Agency named hereon, is hereby authorized to purchase directly from vendors in the expenditure classifications as detailed below; provided that this authority to purchase directly shall not extend to any expenditure classifications not specifically named hereon; provided that such purchases shall be made and reported in accordance with Indiana Code 4-13-2-20 and other statutes pertaining hereto; and provided further that such purchases shall be settled for in the manner hereon prescribed by the Auditor.

Commissioner, Department of Administration	Date
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Pursuant to authority vested in me by Indiana Code 4-13-2-20, \_\_\_\_\_ s designated by the head of the State Agency named hereon, is hereby designated : as Special Disbursing Officer with authority to disburse money in the settlement of all claims on purchases made in accordance with the authorization hereon granted by the Commissioner of the Department of Administration. Such authority to disburse money shall not extend to the settlement of any claims whatsoever against the State other than those provided for hereon. Funds will be made available to the above named Special Disbursing Officer by way of a Direct Deposit Account in the name of the State Agency to be used exclusively for authorized purchases. Said account may be reimbursed as necessary for any amounts expended in accordance with the above upon the submission by the Special Disbursing Officer of authenticated vouchers approved by the Commissioner of the Department of Administration and the Auditor of State. The Special Disbursing Officer named hereon shall be accountable at all times for all sums advanced to said account and shall be personally liable to the State for any amounts expended in any manner not in accordance with this authorization and approved policies.

Auditor of State	Date
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Per Financial Management Circular 96-3, the State Budget Agency delegates to the Department of Administration the approvals required by IC 4-13-2-20 for the appointment of Special Disbursing Officers and the related dollar limits set.

This authorization Is limited to the purchase of and settlement for the following articles and commodities only.

**Local Purchase Authority for Major Object Points**

.1 .2 .3 .4 .5 .6 .7 .8 .9  
Please circle all that apply

Single Purchase Limit: \$ \_\_\_\_\_

Procurement and Travel Card Single Purchase Limits are defined on each Cardholder's Account Maintenance Form.

Total of SDO Advanced: \$ \_\_\_\_\_

P-Card Single Purchase Limit: \$ \_\_\_\_\_

T-Card Single Purchase Limit: \$ \_\_\_\_\_