

**REQUEST FOR AUTHORITY TO PURCHASE**

TO: Office of Purchasing, Travel,  
and Fleet Management  
501 North West Street  
701 Woolfolk Building, Suite A  
Jackson, MS 39201

We hereby request "Authority to Purchase" the following commodity/commodities covered by Purchasing Regulations.  
***TAB TO CLEAR FIELDS***

<b>QUANTITY</b>	<b>UNIT OF MEASURE</b>	<b>DESCRIPTION</b>	<b>PRICE EACH</b>	<b>TOTAL</b> <small>(Do not use commas)</small>

QUANTITY	UNIT OF MEASURE	DESCRIPTION	PRICE EACH	TOTAL