

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.

<b>DES Contract #</b>	<b>Vehicle Type</b>	<b>Contractor/Vendor Sales Rep</b>	<b>Agreement/FTA Grant Number</b>

<b>Quantity</b>	<b>Bus Length (Feet)</b>	<b>Fuel Type</b>	<b>Delivery Location*</b>

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

Please return your authorization email to contact listed below:

_____		_____	
<b>Point of Contact</b>		<b>Title</b>	
_____		_____	_____
<b>Agency</b>		<b>Phone Number</b>	<b>Email</b>
_____			
<b>Street Address</b>			
_____			
_____	_____	_____	
<b>City</b>	<b>State</b>	<b>Zip Code</b>	

Please let us know if you have any questions or concerns. Thank you for your assistance!

Regards,