

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.

| DES Contract # | Vehicle Type | Contractor/Vendor Sales Rep | Agreement/FTA Grant Number |
|-----------------------|---------------------|------------------------------------|-----------------------------------|
| | | | |

| Quantity | Bus Length (Feet) | Fuel Type | Delivery Location* |
|-----------------|--------------------------|------------------|---------------------------|
| | | | |

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

Please return your authorization email to contact listed below:

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

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

Regards,