# State of Maine

# Authorized Signees for Procurement Documents

[5 MRSA, Chapter 155, §1825-B](https://legislature.maine.gov/legis/statutes/5/title5sec1825-B.html) outlines requirements for purchases by competitive bidding and waiver, including approval authority by the governor or commissioner (or commissioner’s designee). The purpose of this form is to identify the names of State of Maine employees who are authorized by the department’s commissioner to sign/approve the following: a) procurement requests submitted via the [Procurement Justification Form (PJF)](https://www.maine.gov/dafs/bbm/procurementservices/sites/maine.gov.dafs.bbm.procurementservices/files/inline-files/Procurement%20Justification%20Form%20%28PJF%29.1.29.20.doc); and b) contract documents.

Please type all responses below (except commissioner signature) and return the completed form to Laurie Andre ([laurie.a.andre@maine.gov](file:///\\oit-teaqfsemc11.som.w2k.state.me.us\purch-common\K%20Gibbons\OTHER%20TRAINING%20PROJECTS\FORMS\NEW%20Procurement%20Justification%20Form\laurie.a.andre@maine.gov)), director of the Division of Procurement Services.

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| **NAME OF AGENCY/DEPARTMENT** |  |
| **NAME OF COMMISSIONER** |  |

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| 1. **Authorized Signees of Procurement Requests Submitted via PJF** | |
| **PROCUREMENT JUSTIFICATION TYPE**  *from Part II of PJF* | **NAME(S) OF AUTHORIZED SIGNEES** |
| **Emergency (Item E on PJF)**  (must be signed by commissioner or commissioner’s designee only) | **Commissioner’s Designee:** |
| **Single Source / Unique Vendor**  **(Item C on PJF)** |  |
| **All Other Justifications**  **(Items A, B, D, F – L on PJF)** |  |

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| 1. **Authorized Signees of Contract Documents** |
| **NAME(S) OF AUTHORIZED SIGNEES** |
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| **SIGNATURE OF COMMISSIONER** | *By signing below, I approve the information provided on this form:* |
|  |
| **DATE** |  |