

**GROUP PURCHASING
DELEGATION OF PURCHASING AUTHORITY**
(in accordance with Section 21 of the **Public Procurement Regulations**)

General Information

Name of Public Body Delegating its Authority:
Name of Public Body Accepting Delegation:

Commodity Being Delegated (attach list if additional space is needed):

Period of Delegation (yyyy/mm/dd): Start Date: _____ **End Date:** _____

Important Information

- A public body, when delegating its purchasing authority to another public body, is to ensure that such a delegation would not conflict with any existing contractual obligations. The public body, upon delegating its purchasing authority, is bound by the terms and conditions of any contract resulting from the delegation.
- A public body, upon accepting the delegation, is bound by the requirements of the **Public Procurement Act, Public Procurement Regulations** and Public Procurement Policy.
- This form, when completed in its entirety, is to be forwarded to the Public Procurement Agency in accordance with Section 21.(3) of the **Public Procurement Regulations**.

Delegation Authorization

I hereby delegate purchasing authority for the above listed commodity and duration as per Section 21.(1) of the **Public Procurement Regulations** and agree to be bound by the terms and conditions of any contract resulting from this delegation.

Head of Delegating Public Body (Print):
Signature:
Date (YYYY/MM/DD):

Accepting Public Body

I hereby accept purchasing authority for the above listed commodity and duration, and accept responsibility for ensuring that the acquisition of the above listed commodity is carried out in accordance with the **Public Procurement Act, Public Procurement Regulations** and the Public Procurement Policy.

Head of Accepting Public Body (Print):
Signature:
Date (YYYY/MM/DD):