AGENCY LETTERHEAD

(*DATE*)

John Doe Company, Inc.
1234 Smith Lane
Enfield, CT 06082

To Whom It May Concern:

Based upon your bid, a Purchase Authorization Contract has been awarded to you by the (*Agency name*), in accordance with the provisions of the State Finance Law.

This contract number, PAxxxxxxxx, must appear on all orders, invoices and correspondence relating to the contract.

Contract references are:
Group No./Commodity:
I.F.B. No.:
Bid Opening Date:
Estimated Value of Contract: $

This is not an order; do not take any action under this contract except on the basis of purchase orders from the contracting agency or agencies.

Agency Contract Authority: (e.g. Commissioner)

By_____

Approved_____, 20_

FOR THE STATE COMPTROLLER

By_____

SAMPLE: TO BE USED FOR FORMAT ONLY