

Contractor Use of Federal Supply Schedules

- A copy of the letter of authorization, unless a copy of the authorization was previously furnished to the Federal Supply Schedule contractor.
- The following statement: *This order is placed under written authorization from _____ dated _____. In the event of any inconsistency between the terms and conditions of this order and those of your Federal Supply Schedule contract, the latter will govern.*

[Insert Name and Title of Official, Company Name, and Complete Address]

1. This authorization expires on _____.
2. Purchases made under this authorization are limited to \$_____.
3. This authorization is limited to the following GSA Federal Supply Schedule contract(s):

[Insert contractor name(s) and corresponding contract number(s)]
4. This authorization _____ apply to overhead supplies and
[Insert "does" or "does not"]
_____ apply to production supplies.
[Insert "does" or "does not"]
5. This authorization is limited to the following facilities: _____.
[Insert location of each facility]
6. Vesting of title for supplies purchased under this authorization shall be as follows:

[Insert vesting information]
7. _____
[Insert any other limitations or conditions deemed necessary]

Should you have any questions, you may contact _____
on _____. [Insert telephone number]

[Insert Name of Contracting Officer, Office Name, and Symbol]