Letter Authorizing use of Multiple Award Schedule contracts

[Insert Date]

[Insert Company Name]

[Insert Attention: POC]

[Insert Address]

Subject: Authorization to Utilize GSA Multiple Award Schedule contracts

Reference: [Insert Contractor Name & Task Order Number]

[Insert Company Name] is hereby authorized to place orders under the GSA Multiple Award Schedule program as an alternative source in procuring equipment and supplies for services for the exclusive use and ownership of the Government. This authority applies to the above referenced Task Order. Such authority may be exercised at any time prior to the Order completion date of [Insert Contract Completion Date].

You are responsible for compliance with the applicable acquisition policies and procedures prescribed in FAR 51.1, particularly FAR 51.103, regarding purchasing from GSA Multiple Award Schedule contracts. Please reference this letter and the contract number on any delivery orders issued subject to this authority. The following statement shall be included on your Schedule Purchase Order:

*This Order is authorized by [Insert OCO’s Organization], per letter dated [Insert Date]. In the event of any inconsistency between the terms and conditions of this Order and those of the Multiple Award Schedule contract, the latter will govern.*

You are authorized to order only those supplies and services required in the performance of this Task Order. You shall maintain records for all property or services acquired under this authorization, including orders, receipts, inspections, usage, and payments.

Should you have any questions, please feel free to contact me.

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Contracting Officer Name]

[Division Name]

[Contact Information]