

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 \_\_\_\_\_