



Operated for the U.S. Department of Energy
By National Technology and Engineering Solutions of Sandia (NTES)

STAFF AUGMENTATION CONTRACT ASSOCIATE – PURCHASE AUTHORIZATION

One copy is to be kept on file in the Department Office and one copy to be kept by the Contractor Employee.

date: _____
to: _____
(SNL Line Manager)
from: _____
(Contract Associate Name)
subject: Contract Associate Purchase Authorization

Below is the information pertaining to my proposed purchase:

Project:	
Task:	
Date of Purchase:	
Business Purpose:	

FOR COMPLETION BY SNL MANAGER

The purchase detailed on this document is authorized.

Signature SNL Next Level of Management
(Dept. Manager or above)

Org.

Mail Stop

Date