



STATE OF ARKANSAS  
**Department of Finance  
and Administration**

**OFFICE OF STATE PROCUREMENT**  
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<http://www.state.ar.us/dfa/purchasing>

**DELEGATION ORDER**

I, Joseph A. Giddis, as Director of the Office of State Procurement, do hereby authorize the Department of Correction, under the direction and general supervision of this office, to make and enter into contracts for the purchase of grain products.

This delegation of authority is extended to the Arkansas Code of 1987 Annotated at §19-11-203(14)(H) and in the following manner:

- (1) The Arkansas Department of Correction Farm Administrator will contact the Department of Correction Purchasing Agent with the estimated number of bushels of each grain needed.
- (2) The Purchasing Agent will contact brokers, producers/growers, mills or storage companies with the specification and quantity for pricing by telephone.
  - (a) The pricing will be firm for one day.
  - (b) The market is opened between 9:30 a.m. and 1:15 p.m.
- (3) The Purchasing agent will issue a purchase order/contract to the lowest acceptable response.
- (4) A copy of the purchase order/contract, quotations and requisition will be filed in the Purchasing Section file and the Payable file at the Department of Correction Central Office.

This delegation order will be in effect until June 30, 2005.

Nothing in this order is intended to prohibit the Department of Correction from requesting the assistance of the Office of State Procurement in the procurement process.

STATE OF ARKANSAS, DEPARTMENT OF FINANCE AND ADMINISTRATION  
OFFICE OF STATE PROCUREMENT

A handwritten signature in cursive script that reads "Joseph A. Giddis".

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JOSEPH A. GIDDIS, DIRECTOR