|  |  |  |
| --- | --- | --- |
| J:\Function\Branding\- New OMES logo\Horizontal\OMES-logo-horiz-RGB.jpg |  | CPO Information Status |

Pursuant to OAC 260:115-5-3.(d), the certified procurement officer or agency staff shall notify any change(s) of status with themselves or an agency certified procurement officer by email to [procurement.training@omes.ok.gov](mailto:procurement.training@omes.ok.gov).

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Certified procurement officer | | | | | |  | | | | | | | | | |  | | | |  | | |
|  | | | | | | | (Please print name.) | | | | | | | |  | | Five- or six-digit ID No. | | | | | | | | |
|  | | | | | |  | |  | | |  | | | | | | | | | | | |
| Date when first attained certification. | | | | | | |  | |  | | | Date CEU two-year report is due. | | | | | | | | | | | | |
|  | | | | | | | | | | | |  | | | | | | | | | | | | | |
| Date of change. | | | | | | | | | | Primary CPO for agency (yes/no). | | | | | | | | | | | |
|  | |  | | |  | | | | | | | | | | | | | |  | | |  | | | | | | | | |
|  | |  | Certified procurement officer not employed with a state agency? | | | | | | | | | | | | | |  | | |  | | | | | | | |
| Directly involved in procurement processes as a CPO? Please explain below. | | | | | | | | | | | | | | | | | | | | | | | | | |  | |

Not directly involved in procurement processes as a CPO? Please explain below.

**Please indicate the type of change:**

|  |  |
| --- | --- |
|  | Inactive status (wants to remain in the CPO database).  P |
|  | Inactive status (wants to be removed from the database). |
|  | Agency change (transferred to another agency). |
|  | Address change (agency has a new address). |
|  | Personal information change (e.g., name, phone, fax or email). |
|  |  |
|  | Other: Please explain below. |

**Please complete ALL blank lines, putting “N/A” where applicable.**

|  | OLD | | |  | NEW | |
| --- | --- | --- | --- | --- | --- | --- |
| Name |  | | |  |  | |
| Agency name |  | | |  |  | |
| Agency No. |  | | |  |  | |
| Address |  | | |  |  | |
|  |  | | |  |  | |
| Phone | (   ) | |  |  | (   ) |  |
| Fax | (   ) |  | |  | (   ) |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Email |  |  |  |
|  |  |  |  |

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Signature | |  | |  | Date | |  | | | | | |
|  | Certified procurement officer | | |  | | | | |  | |  |
| OR |  | |  | | |  | |  | |
|  |  | |  | | |  | |  | |
| Signature | |  | |  | Date | |  | | | | | | |
|  | Authorized agency staff | | |  | | | | |  | |  |