|  |  |  |
| --- | --- | --- |
| 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.

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |       |  |       |
|  |  |  |  |

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