



CPO Information Change

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

Please complete:

CPO name	
CPO employee ID number (if state employee)	CPO certification date
Date of change	Due date of CPO two-year report
Primary CPO <input type="checkbox"/> Yes <input type="checkbox"/> No	Employed with a state agency <input type="checkbox"/> Yes <input type="checkbox"/> No
Directly involved in procurement processes as a CPO (explain below): <input type="checkbox"/> Yes <input type="checkbox"/> No	

Please indicate type of change:

- Inactive status (wants to remain in the CPO database).
- Inactive status (wants to be removed from the CPO database).
- Agency change (transferred to another agency).
- Address change (agency has new address).
- Personal information change (e.g., name, phone, email).
- Other (please explain). _____

Please complete: (Put **N/A** where applicable.)

OLD	NEW
Name	Name
Agency name	Agency name
Agency number	Agency number
Address	Address
Phone	Phone
Email	Email
Signature of CPO or agency authorized staff	Date