



**State of Oklahoma**  
Office of Management and Enterprise Services

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**PROCUREMENT INFORMATION MEMORANDUM 1999-04**

TO: All Certified Procurement Officers

REVISION DATE: January 1, 2015

SUBJECT: Certified Procurement Officer Database

The Central Purchasing Division maintains a database of each Certified Procurement Officer (CPO) in the State of Oklahoma. It is used to provide you with procurement related information, as well as opportunities for continuing CPO education and training. Thus, it is essential that your record in the database be kept current.

Oklahoma Administrative Code (OAC) 260:115-5-3(g) states, "Change in Status. A CPO shall notify the State Purchasing Director when they are no longer performing as a CPO, when they transfer to another state agency, or when they terminate their employment with the state."

If you are in a supervisory capacity and have a CPO who is either no longer functioning in a CPO capacity or a CPO who is no longer with your agency, please notify us of the change.

You may utilize a CPO Information Change Form (OMES-FORM-CPO-007) that is available for you to download from the Central Purchasing Division website located at the following ([https://www.ok.gov/dcs/searchdocs/app/manage\\_documents.php?id=279](https://www.ok.gov/dcs/searchdocs/app/manage_documents.php?id=279)). This form is used to notify us when there are corrections or changes made or to be made. Instructions for submittal to us are contained on the form.

Point of contact for this memorandum is Vicki Spivey, CPO Programs Officer  
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A handwritten signature in blue ink, appearing to read "Scott Schlotthauer".

Scott Schlotthauer  
State Purchasing Director