



Central Purchasing
**AUTHORIZED SIGNATURES AND
PRIMARY CONTACT FORM**

This form identifies the name, title and email of those individuals designated by the appointing authority to sign and approve sole source certifications, contracts and surplus property transactions for a state agency and the effective date of change. This form also identifies the primary CPO and designated contract manager for the agency. If no contract manager is identified, the primary CPO will be considered the contract manager by default.

This form shall be submitted to the state purchasing director within 30 days of any changes in the signature authority (OAC 260:115-5-13) via the [Compliance Form Submission](#) in ServiceNow. Please ensure all categories are completed with each submission as this form will replace any previous records.

AGENCY INFORMATION

Date	Agency name	Agency #
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PRIMARY CPO FOR AGENCY

Name	Title	Email
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DESIGNATED CONTRACT MANAGER

Name	Title	Email
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CONTRACT SIGNATURES

Name	Title	Email
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Name	Title	Email
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SURPLUS PROPERTY TRANSACTION SIGNATURES

Name	Title	Email
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Name	Title	Email
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SOLE SOURCE/SOLE BRAND CERTIFICATION SIGNATURES (CP002)

Name	Title	Email
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Name	Title	Email
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AGENCY CONFLICT OF INTEREST CERTIFICATION (CP005)

Name	Title	Email
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Name	Title	Email
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SIGNATURE OF AGENCY DIRECTOR

Signature of agency director
