



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

GENERAL INFORMATION

CPO name		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	Directly involved in procurement processes as CPO (explain below): <input type="checkbox"/> Yes <input type="checkbox"/> No		
Employed with a state agency <input type="checkbox"/> Yes <input type="checkbox"/> No			

TYPE OF CHANGE (check one)

- ☐ Inactive status (remain in CPO database)
- ☐ Inactive status (remove from CPO database)
- ☐ Agency change (transferred to another agency)
- ☐ Address change (new agency address)
- ☐ Personal information change (e.g., name, phone, email)
- ☐ Other (explain):

OLD

Put N/A where applicable.

Name

Agency name

Agency number

Address

Phone

Email

NEW

Name

Agency name

Agency number

Address

Phone

Email

SIGNATURE

Name

Signature of CPO or agency authorized staff

Date