|  |  |  |
| --- | --- | --- |
| J:\Function\Branding\- New OMES logo\Horizontal\OMES-logo-horiz-RGB.jpg |   | CPO Information Status |

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) |  | Employee State ID Number |
| Agency use: | [ ]  | Certified Procurement Officer not employed with agency |  |       |
|  |  | Date of change |

Certified Procurement Officer use:

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|       |  |  |  |       |
| Date when first attained certification |  |  |  | Date CEU 2 year report is due |

Please indicate the type of change:

|  |  |
| --- | --- |
| [ ]  | Agency Change (e.g. you transferred to another agency) |
| [ ]  | Address Change (e.g. you or your agency has a new address) |
| [ ]  | Personal Information Change (e.g. name, phone, fax or e-mail) |
| [ ]  | Non-Active status (e.g. you have retired, left state employment, or are no longer working as a CPO) |
|  |  |

**Please complete ALL blank lines, putting “N/A” where applicable.**

|  | OLD |  | NEW |
| --- | --- | --- | --- |
| Name |       |  |       |
| Agency Name |       |  |       |
| Agency # |       |  |       |
| Address |       |  |       |
|  |       |  |       |
| Phone | (   ) |       |  | (   ) |       |
| Fax | (   ) |       |  | (   ) |       |

|  |  |  |  |
| --- | --- | --- | --- |
| E-Mail |       |  |       |
|  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Signature: |  |  | Date: |  |
|  | Certified Procurement Officer |  |  |  |
| OR |  |  |  |  |
|  |  |  |  |  |
| Signature: |  |  | Date: |  |
|  | Authorized Agency Staff |  |  |  |