|  |  |  |
| --- | --- | --- |
| 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](mailto: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 | (   ) |  | |  | (   ) |  |

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