

SPO ALERT

Date: 9/22/2022

To: State Agencies and Co-Op Members
From: State Procurement Office
RE: SPO Alert Requestors & Distribution Lists

In an effort to expedite your alert requests, please make sure you have all of the key information noted. This will avoid your "SPO-Alert" being delayed or returned to you.

- **Please Include:**
 - Date:*
 - To: State Agencies and or Co-Op Members*
 - From:*
 - RE:*
- **Remember to proof read and include all pertinent information** (important dates, contact information, etc). Once an alert has been sent, it can not be retracted.

If you are requesting to be added or removed from the distribution list please make sure to include the following information:

- **email address**
- **affiliation (Agency or Co-op)**

If you have any questions please contact the APP Help Desk at **602-542-7600** or please submit a ticket to the APP Inbox. app@azdoa.gov.

Thank you.

The APP Help Desk

602-542-7600

app@azdoa.gov

<https://spo.az.gov/app-service-request>