

SPO ALERT

Date: 07/21/2022
To: State Agencies AND/OR Cooperative Members
From: State Procurement Office
Re: Delegation of Procurement Authority

The following files were updated on the SPO For Agencies site and available as attached (for your convenience, but file versions are subject to change) with the following information. Please direct any questions or comments to SPOCompliance@azdoa.gov.

[TB 002 - Delegation of Procurement Authority](#)

- Added items in Section II. Definitions
- Added the term expiration for all delegations of authority
- Added reference to SPO Form 107 - Certificate of Delegated Procurement Authority Request
- Added reference to SPO Form 208 - Sub-Delegation Report
- Added reference to TB 003 - Procurement Compliance Reviews
- Added section H. Continuing Education Requirements
- Updated Attachment 1: Guidelines for SGU's Delegated Procurement Personnel (changed to a grid, added credit hour, added availability and accessibility of training offerings, and frequency of completion)

[FAQ TB 002](#): Added a frequently asked questions file to TB 002

[TB Index](#): Updated the index to reflect TB 002 version.

[SPO Form 208 - Procurement Authority Sub-Delegation Report](#)

- Added authority reference
- Added "Immediately whenever there is a change to personnel within five (5) business days of the change"
- Added column for "Current Annual (Fiscal Year) Procurement Disclosure Statement on file? (Select Yes or No)"
- Added column for "Total Training Credit Hours Received in Current Fiscal Year"

Please note: In order to ensure that you are utilizing the most updated version(s), please refrain from saving the file(s) (as it/they will be a static version). Instead, always refer to the link(s) above to be confident you have the most recent version(s).

Thank you,

SPO Compliance

ADOA – State Procurement Office | State of Arizona
100 North 15th Avenue, Phoenix, AZ 85007

SPOCompliance@azdoa.gov

supplemental Materials:

[TB 002 Delegation of Procurement Authority_r10_07.19.22](#)

[FAQ TB 002](#)

[TB Index REV 07-22](#)

[SPO Form 208 - Sub-Delegation Report_07.21.22](#)