

SPO ALERT

Date: 7/12/2022

To: State Agencies

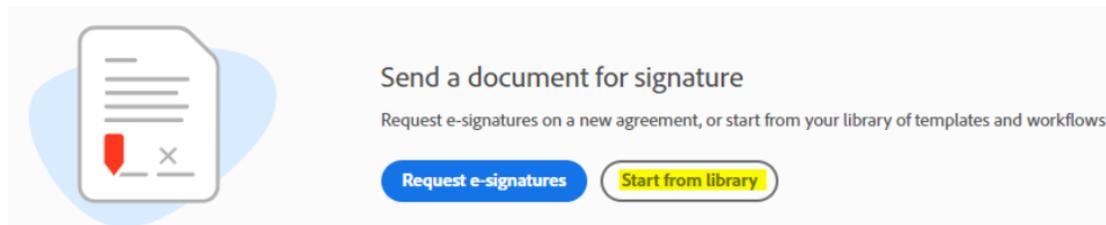
From: State Procurement Office

Re: SPO 110, 120, 130 Templates in Adobe Sign

As of July 11, 2022, the forms SPO 110, 120, and 130 have been added to Adobe Sign as usable templates as seen below:

Templates		
TITLE	STATUS	MODIFIED ↓
SPO Form 130 - Non-State Employee Procurement Disclosure Statement (rev 04.06.22)	Active	7/11/2022
SPO Form 120 - State Employee Procurement Disclosure Statement (rev 04.06.22)	Active	7/11/2022
SPO Form 110 - Annual Procurement Disclosure Statement (rev 04.06.22)	Active	7/11/2022

To use a template within Adobe Sign either navigate from your Home page and select "Start from Library" or



add the template from your Send page and select "Add Files."

Recipients*

Complete in Order Complete in Any Order [Add Me](#) | [Add Recipient Group](#) ?

1

Show CC

Message*

Agreement Name

Please review and complete this document.

Files* [Add Files](#)

Drag & Drop Files Here

Options ?

- Password Protect
- Completion Deadline
- Set Reminder

Recipients' Language

English: US

If you have any questions or concerns, please contact SPOCompliance@azdoa.gov.

Thank you,

SPO Compliance

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