

## SPO ALERT

**Date:** 4/18/2022

**To:** State Agencies

**From:** State Procurement Office

**Re:** SPO Alert: SPO Form 108 - Greater Than 25% Increase

Pursuant to A.A.C. R2-7-604(B), a determination was created to request approval from the SPA or designated agency procurement authority for any contract change that exceeds 25% of the original contract amount. SPO Form 108 is available on the [SPO For Agencies site > Resources > Standard Forms and Documents](#).

*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).*

\* If the contract in question includes construction services, please contact the ADOA General Services Division and do not use SPO Form 108.

If you have any questions, please contact [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).

Thank you,  
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