

## SPO ALERT

**Date:** 5/17/2021

**To:** State Agencies and Cooperative Members

**From:** State Procurement Office

**Re:** Standard Forms and Documents

The following forms were released on the SPO Intranet website, within the [Resources / Standard Forms and Documents](#) section:

- Updated forms:
  - SPO Form 101 - Competition Impracticable Authorization
  - SPO Form 102 - Emergency Procurement Authorization
  - SPO Form 103 - Sole Source Procurement Authorization
  - SPO Form 104 - Off Contract Authorization
  - SPO Form 110 - Annual Procurement Disclosure Statement
  - SPO Form 120 - Procurement Disclosure Statement
- New forms:
  - SPO Form 105 - Brand Name Authorization
  - SPO Form 208 - Procurement Authority Sub-Delegation Report