



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 99-04

TO: All Certified Procurement Officers

REVISION DATE: August 17, 2006

SUBJECT: Certified Procurement Officer Database

The Central Purchasing Division is maintaining a database of all Certified Procurement Officers (CPO). It is used to provide you with Procurement Information Memoranda and other information as well as opportunities for continuing CPO education and training. Thus, it is essential that your record in the database be kept current.

OAC 580:15-6-2(g) states, "Change in Status. A CPO shall notify the State Purchasing Director when they are no longer performing as a CPO, when they transfer to another state agency, or when they terminate their employment with the state."

You may utilize a CPO Information Change Form that you may download from the Department of Central Services website (www.dcs.state.ok.us) to notify us when there are corrections or changes. Instructions are contained on the form.

If you are in a supervisory capacity and have a CPO who is either no longer functioning in a CPO capacity or a CPO who is no longer with your agency, please send a letter documenting the change. This way, we can note the change in the database.

Point of contact for this memorandum is Kathy Cox, CPO Programs Officer
Phone: 405-521-2280 E-mail: kathy_cox@dcs.state.ok.us.

A handwritten signature in cursive script that reads "Betty Cairns".

Betty Cairns
State Purchasing Director