

	COMPLIANCE STANDARD WORK
Title: Sub-Delegate Templates	Revision Number: 0
Document ID: CPSW 013	Revision Date: 02/2023

PURPOSE

To establish and maintain consistency and organization in State Governmental Units (SGUs) Sub-Delegation Certificates. The use of the Certificate of Sub-Delegation is provided as a courtesy to the SGU and is not required to be sent to SPO Compliance. Using a certificate of Sub-Delegation still requires the submission of [SPO Form 208](#) (A.A.C R2-7-202).

BACKGROUND

The Chief Procurement Officer (CPO) or equivalent Designee for a SGU may have the ability to Sub-Delegate procurement authority to qualified procurement personnel (qualified personnel defined in [Technical Bulletin No. 002](#)) as followed in their Certificate of Delegation. Sub-Delegation certificates outline responsibilities and abilities of those with Sub-Delegated authority.

STAKEHOLDERS

- Authority: State Procurement Administrator and Deputy SPA
- Owner: SPO Compliance
- User(s): Chief Procurement Officer (CPO) or equivalent Designee
- Requestor(s): State Governmental Units

SUMMARY OF PROCESS



Arizona Department of Administration | State Procurement Office | Compliance

Standard Work Title: **Certificate of Delegated Procurement Authority and Sub-Delegate**

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RESOURCES

File Name with Link	Description
Arizona Procurement Code	A compilation of Arizona Revised Statutes (A.R.S.) Title 41, Chapter 23, §§ 41-2501 et seq. and the administrative rules and regulations promulgated thereunder, Arizona Administrative Code (A.A.C.) Title 2, Chapter 7, R2-7-101 et seq.
TB 002 - Delegation of Procurement Authority	Technical Bulletin for Delegations
SPO Form 107 - Certificate of Delegated Procurement Authority Request	SPO Form for requesting new, changes, or renewal of Delegations
SPO Form 208 - Procurement Authority Sub-Delegation Report	SPO Form for the biannual reporting of Sub-Delegates

STANDARD WORK

Section 1.0 Delegation Levels Determined

1. Delegation Levels Determined
 - a. CPO or equivalent receives a Certificate of Delegation from the State Procurement Office (SPO) that outlines the Delegate's authority to purchase. A Certificate for Sub-Delegation will also be included for use by the Delegation Holder.
 - b. If allowed by the Certificate of Delegated Procurement Authority, the SGU may Sub-Delegate certain responsibilities to a qualified employee. Qualified employees are defined as individuals who have completed all requirements as laid out in TB 002 Attachment 1 pertaining to the desired delegation limit. (Example: An individual who would have a Sub-Delegation level of \$100K must have the training for \$100K as shown in TB 002 Attachment 1).
 - c. Among other actions, delegations are required for all Off Contract requisition approvals, even for purchases under \$10K.

Section 2.0 Document Created

- a. Delegation Holder edits provided Certificate for Sub-Delegation
 - i. SPO Compliance will provide a Word Document copy of the Certificate of Delegation intended for Sub-Delegation use. The provided document will be formatted for the maximum allowed level Sub-Delegation.
 - ii. The Delegee's Name, Title, and effective start date is to be filled by the Delegation Holder.

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- iii. The CPO may limit Sub-Delegated authority by changing the label of “Yes” to “No” for responsibilities as listed under the Recipient Authorized column in the Expenditure Limits and Other Activities sections. Any authority already listed as “No” **may not** be changed to “Yes”.
- b. Restrictions
 - i. The CPO or equivalent is the only person who has the authority to Sub-Delegate within the SGU.
 - ii. The Delegation Holder may only decrease the level of procurement authority. An SGU with a Delegation of \$100K may only Sub-Delegate levels of \$100K or less. A Sub-Delegate can not hold a higher level of authority than the original Certificate of Delegation holder.

Section 3.0 Obtain Signatures

Obtain Signature: After the Certificate of Sub-Delegation is finalized, the original Certificate of Delegation holder and the designated Sub-Delegate sign the new Certificate.

Section 3.0 Management

1. Once the Certificate of Sub-Delegation is signed by both the original Certificate of Delegation holder and the designated Sub-Delegate and therefore finalized, it is the SGU’s responsibility to record, file, and manage the Certificate of Sub-Delegation document.
2. **Completing these certificates is not a replacement for submission of SPO Form 208 - Procurement Authority Sub-Delegation Report.** It is also not necessary to provide a copy of Certificates of Sub-Delegation to SPO Compliance.
3. Note that this is provided for convenience only; if the SGU has their own forms for Sub-Delegated authority those may be used instead of this form and must be retained.