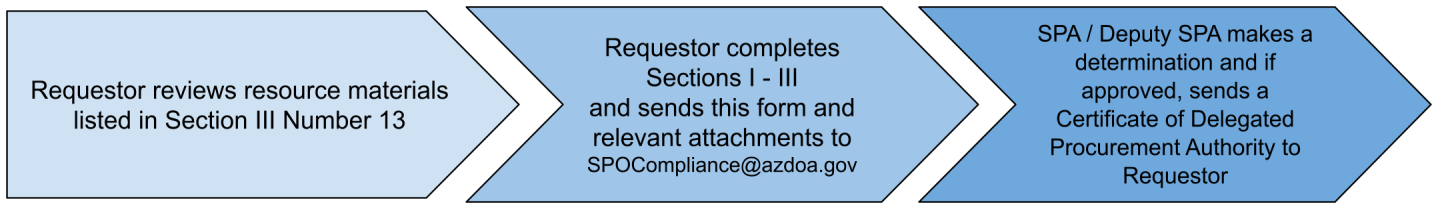


Standard Work

Owner	State Procurement Office, Compliance Unit		
Form Number	SPO Form 107 - Certificate of Delegated Procurement Authority Request	Version	Revised 3/21/2022
Process	<p>Standard Work / Instructions for completion and submittal of the SPO 107 Form. The form is available on the SPO website: For Agencies > Resources > Standard Forms and Documents.</p> <p>Please review the resources listed under Section III - Attestation, Question 13 - Requestor's Attestation to be able to attest that the requestor has read and understood them. These resources guide who may use SPO Form 107, as well as when and why the form is used. In addition, Section I - State Governmental Unit Request, Question No. 2 - Requestor clarifies who may fill out the form.</p> <p>Any questions regarding this form may be sent to SPOCompliance@azdoa.gov.</p>		

Form Completion Process



No.	Action	Action Detail / Key Points
Sections I through III to be completed by the requesting State Governmental Unit:		
SECTION I - State Governmental Unit Request		
1	State Governmental Unit	Name of the requesting State Governmental Unit (SGU; agency, board, or commission)
2	Requestor	Name of the requestor or applicant seeking a delegation of authority. Typically, this is the State Governmental Unit chief procurement officer (ACPO), or in absence of such, the State Governmental Unit director or a designee. This form is not for use to assign sub-delegated authority. Sub-delegates do not need a separate Certificate of Delegated Procurement Authority. However, sub-delegates need to be listed on SPO Form 208 - Procurement Authority Sub-Delegation Report .
3	Email	Email of the requestor or applicant seeking a delegation of authority
4	Title	Job title of the requestor or applicant seeking a delegation of authority
5	Telephone	Telephone number of the requestor or applicant seeking a delegation of authority

SECTION II - Justification		
6a	Type of Request	Select the type of delegation of authority request: - New or change in delegation of authority - Renewal of delegation of authority - Other change to delegation of authority
6b	Other Type of Request	If "Other change to delegation of authority" is selected from 6a, provide a detailed description of the request; otherwise, leave field blank.
7	Date of Occurrence	Select the date that prompted the occurrence of the change in delegation of authority from the drop-down calendar
8	Proposed Amount of Delegated Authority	Specify the amount of delegated procurement authority as a proposal for approval consideration
9	Proposed Term Start Date	Specify the date for the delegation of procurement authority to start as a proposal for approval consideration
10	Proposed Term End Date	Specify the date for the delegation of procurement authority to end as a proposal for approval consideration
11a	Procurement Related Experience	Detail information of the requestor's or applicant's related procurement experience (Only complete for new or change in delegation of authority request)
11b	I have attached relevant supporting documentation for my procurement related experience (i.e. resume). (Only complete for new or change in delegation of authority request)	Click on the check box to attest that relevant supporting documentation for requestor's or applicant's procurement related experience (i.e. resume) is attached (Only complete for new or change in delegation of authority request)
12a	Procurement Related Training	Detail information of the requestor's or applicant's completed related procurement training
12b	I have attached relevant supporting documentation for my completed procurement related training (i.e. transcripts, certifications, etc.).	Click on the check box to attest that relevant supporting documentation for requestor's or applicant's completed procurement related training (i.e. transcripts, certifications, etc.) is attached
SECTION III - Attestation		
13	Requestor's Attestation	Click on the check boxes to attest that requestor or applicant has completed the following: - I have read and understood relevant Arizona Procurement Code statutes and rules pertaining to Delegation of Procurement Authority; - I have read and understood Technical Bulletin 002 - Delegation of Procurement Authority ; and - I have read and understood the process of Notification of Delegation Changes .
14	Signature	Signature of the requestor or applicant
15	Date of Request	Select the date of request from the drop-down calendar
16	Use section as necessary	Section may be used by any party in case the fields within the document were insufficient
17	Completion	Upon completion of the web form, click on "Click to Sign" to submit the form. SPO Compliance will review the request and contact you if additional information is needed

**Procurement Determination:
Certificate of Delegated
Procurement Authority Request
A.R.S. § 41-2511, § 41-2512, and A.A.C. R2-7-202**

SECTIONS I THROUGH III MUST BE COMPLETED BY THE REQUESTOR
USE ADDITIONAL PAGE AS NECESSARY

SECTION I - State Governmental Unit Request

1. State Governmental Unit

2. Requestor

3. Email

4. Title

5. Telephone

SECTION II - Justification

6a. Type of Request

6b. Other Type of Request *(Only complete if answer to 6a is "Other")*

7. Date of Occurrence

8. Proposed Amount of Delegated Authority

9. Proposed Term Start Date

10. Proposed Term End Date

11a. Procurement Related Experience (Only complete for new or change in delegation of authority request)

Empty text area for Procurement Related Experience.

11b. I have attached relevant supporting documentation for my procurement related experience (i.e. resume). (Only complete for new or change in delegation of authority request)

12a. Procurement Related Training

Empty text area for Procurement Related Training.

12b. I have attached relevant supporting documentation for my completed procurement related training (i.e. transcripts, certifications, etc.).

SECTION III - Attestation

13. Requestor's Attestation

- I have read and understood relevant [Arizona Procurement Code](#) statutes and rules pertaining to Delegation of Procurement Authority;
- I have read and understood [Technical Bulletin 002 - Delegation of Procurement Authority](#); and
- I have read and understood the process of [Notification of Delegation Changes](#).

14. Signature

15. Date of Request

16. Use section as necessary

17. Upon completion of the web form, click on "Click to Sign" to submit the form. SPO Compliance will review the request and contact you if additional information is needed.

State Governmental Unit NOTICE: This is an official written determination in response to a certificate of delegated procurement authority request. A copy of the form shall be maintained by the State Governmental Unit and the State Procurement Office. Any questions regarding this form may be sent to SPOCompliance@azdoa.gov.