

UNIVERSITY OF HAWAII PROCUREMENT DELEGATION
FORM SPO-036UH

SPO USE ONLY: Procurement Delegation Effective Date

SECTION 1 - PURPOSE

Purpose of this Request

SECTION 2 - EMPLOYEE INFORMATION

Last Name (Print)	First Name (Print)	Position Level
UH		
Department	Division or Administratively Attached Agency/Office (Print)	

I acknowledge (1) the delegated procurement authority and responsibility as indicated below and (2) prior to exercising this authority, I am responsible to attend all appropriate SPO training workshops pursuant to Procurement Circular 2010-05 as amended, and as posted on the training website at <http://hawaii.gov/spo>, click *Training for State and County Procurement Personnel*.

X _____ Date _____

Employee Signature

OPTIONAL FOR UH/UH AGENCY USE	
Print Name	Signature

SECTION 3 - DELEGATES PROCUREMENT AUTHORITY AS PROCUREMENT OFFICER TO CERTIFY (SIGN SPO FORMS) (Check all that apply) (*) Requires CPO approval

HRS chapter 103D - Hawaii Public Procurement Code

- SPO-001 Notice and Request for Sole Source*
- SPO-001B Notice of Amendment to Sole Source Contract*
- SPO-002 Emergency Procurement Request*
- SPO-003 Request for Extension of Time on Contracts*
- SPO-007 Notice of and Request for Exemption from Chapter 103D, HRS*
- SPO-007B Notice of Amendment to Exemption from Chapter 103D, HRS*
- SPO-010 Record of Procurement
- SPO-014 Restrictive Specifications Request*
- SPO-015 Use of Alternative Procurement Method*

Note: Only President of UH is authorized to certify (sign SPO form): SPO-016

SECTION 4 - DELEGATES PROCUREMENT AUTHORITY TO EXECUTE, CONDUCT, AND PARTICIPATE IN THE VARIOUS PROCUREMENT METHODS (Check all that apply)

HRS chapter 103D - Hawaii Public Procurement Code	Procurement Methods	
	Procurement Officer	Conducts/ Participates
Competitive Sealed Bidding (HRS §103D-302)	<input type="checkbox"/>	<input type="checkbox"/>
Competitive Sealed Proposals (HRS §103D-303)	<input type="checkbox"/>	<input type="checkbox"/>
Professional Services (HRS §103D-304)	<input type="checkbox"/>	<input type="checkbox"/>
Small Purchases (HRS §103D-305)	<input type="checkbox"/>	<input type="checkbox"/>
Sole Source (HRS §103D-306) *	<input type="checkbox"/>	<input type="checkbox"/>
Emergency (HRS §103D-307) *	<input type="checkbox"/>	<input type="checkbox"/>

Attach form SPO-036UH to SPO-036UHtransmittal and submit via email to: state.procurement.office@hawaii.gov. **This delegation form SPO-036UH supersedes any previous delegation forms for this employee.**