

Posting Delegation Authority:
Procurement Awards, Notices and Solicitations

Section 1 - Purpose

☐ Assign		User Assigned Login ID:	
☐ Remove		Remove Login ID:	
☐ Request additional Account			
☐ Request jurisdiction access			

Section 2 - Account Information

Last Name	First Name	Position
Department	Division	Email

As a User, by signing below, I acknowledge: (1) the delegated authority and responsibility for posting procurement awards, notices and/or solicitations; (2) the responsibility to maintain security of my account including: keeping my login/password secure and confidential and not leaving my computer unattended when signed on and; (3) the responsibility to attend all appropriate SPO training workshops as posted on the training website at <http://hawaii.gov/spo>, click "Training for State and County Procurement Personnel."

As an Accounts Manager, by signing below, I acknowledge: (1) the delegated authority for managing department and jurisdiction accounts; (2) the responsibility to maintain security of my account including: keeping my login/password secure and confidential and not leaving my computer unattended when signed on; (3) the responsibility to attend all appropriate SPO training workshops as posted on the training website at <http://hawaii.gov/spo>, click "Training for State and County Procurement Personnel" and; (4) when applicable, I authorize and approve the said User access to post Procurement Awards, Notices and Solicitations.

As the Head of Purchasing Agency, by signing below, when applicable, I authorize and approve the said Accounts Manager.

X		X	
Signature	Date	Approvers Signature	Date

Section 3 - Reason for New Account

☐ Division/attached agency:	
**Division/Attached Agency additional account request: explain the reason for an additional account.	
☐ New participating CPO jurisdiction	
☐ Other	

Approximate number of postings that will be entered per FY by the new account:

Total number of existing accounts for the dept./jurisdiction:

FOR SPO INTERNAL USE ONLY

Request is ☐ Approved ☐ Denied
Comments:

Account Login: _____
Password: *will be sent to Accounts Manager*

Print, Sign and submit to: state.procurement.office@hawaii.gov.
Submission supercedes any previous SPO-040 submitted to SPO for the same person.