#### **State Procurement Office**

# CPO Jurisdiction Delegation for Administrator or Alternate Administrator Form SPO-041 INSTRUCTIONS

### **SECTION 1 - PURPOSE (Drop-down box):**

Select one.

- <u>Add New Delegation</u>: For employees completing SPO-041 for the first time, for new administrators and new alternate administrators.
- Revise Existing Delegation: For revisions to previous delegation for an employee. (Note: Submittal supersedes previous delegation form SPO-041 for an employee)
- <u>Delete Existing Delegation</u>:
  - When employee's delegation is discontinued. Examples would be for an employee (1) transfer; (2) retirement; (3) termination, etc.
  - For <u>name changes</u>, select this to end delegation for previous name. Create a new form SPO-041 and select Add New Delegation.

If replacing an existing administrator, enter the name of the person being replaced.

#### **SECTION 2 – EMPLOYEE INFORMATION:**

Print Last Name and First Name of Employee

Enter Position title.

Enter email address.

Enter phone number.

Select CPO Jurisdiction (from Jurisdiction drop-down box)

Enter department, division or office if applicable.

Employee must sign and enter date.

## SECTION 3 - DELEGATES AUTHORITY FOR pCARD AND HIEPRO ADMINISTRATOR OR ALTERNATE ADMINISTRATOR

Check all that apply. Only one person is authorized to be an administrator for each CPO jurisdiction for each program. New submittals supersede all previous submittals. An Alternate Administrator acts in the absence of the Administrator. They may also assist in the duties of an Administrator, however, Administrators retain primary responsibility for the program.

#### **SECTION 4 - CHIEF PROCUREMENT OFFICER APPROVAL**

Complete as indicated. Must be signed by CPO.

email Form SPO-041 to: <a href="mailto:state.procurement.office@hawaii.gov">state.procurement.office@hawaii.gov</a>.

Do not mail original to the SPO.