

**State Procurement Office  
Procurement Delegation Form SPO-036  
INSTRUCTIONS**

**SECTION 1- PURPOSE:**

Purpose of this Request (Drop down box):

Select Add New Delegation, Revise Existing Delegation or Delete Existing Delegation from the drop down menu:

Add New Delegation:

- Select “Add New Delegation” for employee completing form SPO-036 for the first time and for employee delegation previously submitted on forms SPO-36A to SPO-36G.

Revise Existing Delegation:

- Select “Revise Existing Delegation” for revisions to previous delegation on form SPO-036. (Note: Submittal supersedes previous delegation form SPO-036 for this employee)

Delete Existing Delegation:

- Select “Delete Existing Delegation” when employee’s procurement delegation is discontinued. An example would be for an employee (1) transfers to another department/agency; (2) retires; (3) employment is terminated, etc.

Note: For **name change**, select Delete Existing Delegation to end delegation for previous name. Then create a new form SPO-036 and select Add New Delegation.

**SECTION 2 – EMPLOYEE INFORMATION:**

Print Last Name and First Name of Employee

Position Level: (Drop down box)

Select Position Level 1 or 2 in the drop down menu. For Position Level descriptions, go to <http://spo.hawaii.gov/for-state-county-personnel/training/training-requirements/procurement-position-levels/>.

Department: (Drop down box)

Select employee’s department from the drop down menu.

Division or Administratively Attached Agency/Office

Print employee’s Division or Administratively Attached Agency/Office

Example: Employee selected DAGS as their Department;  
Division or Administratively Attached Agency/Office may be Audit Division,  
Automotive Management Division, Land Survey Division, Office of Elections, etc.

Employee Signature and Date: (As stated on form)

OPTIONAL FOR DEPT/AGENCY USE:

This box is reserved for Department/Agency use (eg. If division head approval is required on this form.)

**SECTION 3: DELEGATES PROCUREMENT AUTHORITY AS PROCUREMENT OFFICER TO CERTIFY (SIGN SPO FORMS):**

Check the box(es) that apply. The department head delegates procurement authority to the procurement officer to certify/sign SPO forms.

**SECTION 4: DELEGATES PROCUREMENT AUTHORITY TO EXECUTE, CONDUCT, PARTICIPATE IN THE VARIOUS PROCUREMENT METHODS, AND TO ACT AS HlePRO APPROVER OR BUYER:**

Check the box(es) that apply. The department head, as Head of the Purchasing Agency (HOPA), delegates procurement authority to individuals to execute, conduct and/or participate in the various procurement methods and to act as HlePRO Approvers or Buyers.

**SECTION 5: DELEGATES PROCUREMENT AUTHORITY FOR PCARD/HlePRO ADMINISTRATOR/ALTERNATE:**

Check the box(es) that apply. The department head delegates authority to the individual, to act as the department pCard Administrator, Emergency pCard Administrator, HlePRO Administrator or its Alternate. Only one departmental pCard Administrator, Emergency pCard Administrator, HlePRO Administrator is authorized.

EMAIL FORM SPO-036 WITH FORM SPO-036transmittal to:  
[state.procurement.office@hawaii.gov](mailto:state.procurement.office@hawaii.gov).

Do not mail original to the SPO.