

State Procurement Office
University of Hawaii Procurement Delegation Form SPO-036UH
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-036UH for the first time.

Revise Existing Delegation:

- Select "Revise Existing Delegation" for future revisions to delegation on form SPO-036UH. (Note: Future submittal will supersede previous delegation form SPO-036UH 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 outside of the UH system; (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-036UH 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

UH shall be employee's department

Division or Administratively Attached Agency/Office

Print employee's Division or Administratively Attached Agency/Office

Example: Employee has UH as his/her Department;

Division or Administratively Attached Agency/Office may be Fiscal Services Office, Office of Judicial Affairs, Office of Admissions, Office of Internal Audit, etc.

Employee Signature and Date: (As stated on form)

OPTIONAL FOR UH/UH AGENCY USE:

This box is reserved for the University of Hawaii/University of Hawaii 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 President of the University of Hawaii 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:

Check the box(es) that apply. The President of the University of Hawaii, as Head of the Purchasing Agency (HOPA), delegates procurement authority to individuals to execute, conduct and/or participate in the various procurement methods.

EMAIL FORM SPO-036UH WITH FORM SPO-036UHtransmittal to:
state.procurement.office@hawaii.gov.

Do not mail original to the SPO.