



Office of Finance & Administration
 Procurement Services
 213 Thomas Boyd Hall

Delegation Renewal Form

Renewal Requirements

- Delegate must renew certification within 12 months of the final approval date on the MOU.
- Delegate must obtain a minimum of 5 credits by attending the events listed below.
Note: Individual must physically attend & stay the duration of training sessions and meetings to receive credit.
 - Procurement Bi-monthly Roundtable Meetings (1 credit each; max 3 credits/year)
 - Procurement Training Sessions (1 credit each)
 - Procurement Hosted Supplier Expos (1 credit each/max 1 credit/year)
- Once all credits are obtained, delegate must complete and submit this form to Procurement Services.
- Upon verification, delegate will receive the approved renewal form via email for their records.

Event/Session Attended	Event/Session Date

Attestation of Responsibility

I attest that I understand all applicable procurement policies and procedures and will comply with the requirements of my delegation. I have obtained the required credits to maintain delegation and I understand that failure to adhere to the responsibilities and restrictions outlined in the memorandum of understanding will result in revocation of my purchasing authority delegation.

Name <i>(please type or print)</i>	Signature

Department Name	Title

Dean, Director or Department Head Signature	Date	Chief Procurement Officer Signature	Date

Procurement Use Only

Procurement Training Manager	Approved Level of Authority	Renewal Date