

# ARIZONA

S P O A L E R T

**Date:** April 23, 2025

**To:** State Agencies

**From:** State Procurement Office

**Re:** Interim guidelines for Task Order development, review, and approval

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Dear State Agency representatives,

Please see the attached memorandum from the State Procurement Administrator regarding interim guidelines for Task Order development, review, and approval. It is critical that this information reaches all applicable end users within your agency.

Please forward this memorandum to all relevant personnel who develop, review, or approve Task Orders under statewide contracts.

If you have any questions, please do not hesitate to contact [SPOCompliance@azdoa.gov](mailto:SPOCompliance@azdoa.gov).