

SPO ALERT

Date: 9/10/2021

To: State Agencies and Cooperative Members

From: State Procurement Office

Re: Standard Forms and Documents

The following form(s) were released on the SPO Intranet website, within the [Resources > Standard Forms and Documents](#) section:

Updated form(s):

- [SPO Form 104 - Off-Contract Authorization](#)
 - Updated overall layout and standard work, including more space for text
 - Replaced "Procurement Officer" with "Contract Owner" to clarify who should sign Section IV
 - Added notation that form shall be uploaded to e-Procurement system

If you have any questions, please contact SPOCompliance@azdoa.gov.