Current registered Chief Procurement Officers (CPO’s) for Local Public Bodies and Executive State Agencies are required to submit a letter to Dorothy Mendonca, Director, State Purchasing Division, General Services Department (most executive agencies did this in 2019, only new or replacement CPOs will need to submit a letter). The letter will be signed by both the government entity’s authorized officer and the designated CPO. Once signed letter is received at State Purchasing Division, State Purchasing Division will verify designated CPO information and approve the CPO’s registration.

**[Government entity Letterhead]**

**Date:** [Date]

**To:** Dorothy Mendonca, Division Director

 General Services Division, State Purchasing Division

**From:** [NAME OF GOVERNMENT ENTITY].

**Subject:** CPO Designation Certification Letter

Dear Director Mendonca:

This letter serves to certify that [CPO’s full name] has been designated as the CPO for

[Government entity].

[CPO Certificate Number]

Sincerely,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of Authorized Person, Title]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Signature of CPO]