

Mississippi Certified Purchasing Office
Application for State Agencies

Date Submitted: _____

_____ Initial Application _____ Renewal Application

Expiration Date of Current Certification: _____

Name of Agency/Entity: _____

Address: _____

City/State/Zip: _____

Person Completing Form: _____

Phone Number: _____ Fax Number: _____

Email Address: _____

(Definition of agency procurement officer: any person duly authorized to enter into and administer contracts and make written determinations with respect thereto. The term also includes an authorized representative acting within the limits of authority. If a person has the authority to issue purchase orders, issue invitations to bid, receive and accept bids, negotiate contract clauses, etc., they should be considered a purchasing agent for the purposes of this policy.)

How many Purchasing Agents are employed by the Agency/Entity? _____

How many Purchasing Agents are certified as a CMPA _____

What percentage of Purchasing Agents holds a UPPCC certification? _____ (must be 50% or more)

List all Purchasing Agents: (attach additional pages if needed)

Name and Title: _____

Phone No.: _____ Email: _____

CMPA Certification Date _____

UPPCC Certification No.: _____ Expiration Date: _____

Name and Title: _____

Phone No.: _____ Email: _____

CMPA Certification Date _____

UPPCC Certification No.: _____ Expiration Date: _____

Name and Title: _____

Phone No.: _____ Email: _____

CMPA Certification Date _____

UPPCC Certification No.: _____ Expiration Date: _____

Name and Title: _____

Phone No.: _____ Email: _____

CMPA Certification Date _____

UPPCC Certification No.: _____ Expiration Date: _____

Application must be signed by Executive Head of agency or his/her designee.

Executive Director

Date

Approval for Certified Purchasing Office and Qualified Cooperative Contracts in accordance with policies and procedures set forth in the Mississippi Procurement Manual.

Director of Marketing and Audit

Approval Date

Expiration Date

Please return this form along with a copy of UPPCC certificate(s) to:

Office of Purchasing, Travel and Fleet Management
701 Woolfolk Building Suite A
501 North West Street
Jackson MS 39201