



LEVEL 1 PROCUREMENT OFFICER CERTIFICATION

OFFICE OF MANAGEMENT & BUDGET
SHARED SERVICES - STATE PROCUREMENT OFFICE
SFN 53111 (07-2024)

Level 1 Procurement Officer Certification for individuals who perform micro purchases less than \$10,000.

(This form is for use by state employees who do not have access to PeopleSoft)

Agency Name		Business Unit Number	
Individual Name			
Address			
City		State	ZIP Code

I certify that I have demonstrated Level 1 competency by completing the State of ND, Procurement Level 1 Online Training.

Signature	Date
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Complete, sign this form and provide a copy to your agency Procurement section. Email a copy to the State Procurement Office (SPO) at infospo@nd.gov. Questions for the SPO can be directed to (701) 328-2740.

For State Procurement Office Use Only

Received By	Date
The Level 1 certificate has been recorded in the State Procurement Office training records. <input type="checkbox"/> Copy provided to Level 1 Procurement Officer <input type="checkbox"/> Copy provided to agency Procurement Liaison	