



LEVEL 1 PROCUREMENT OFFICER CERTIFICATION

OFFICE OF MANAGEMENT & BUDGET
CENTRAL SERVICES - STATE PROCUREMENT OFFICE
SFN 53111 (01-2019)

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. Complete and sign this form and provide a copy to your agency Procurement section and a copy to the State Procurement Office.

State Procurement Office
14th Floor Capitol Tower
600 East Boulevard - Dept 012
Bismarck, ND 58505-0310

or

Email: infospo@nd.gov
Fax: (701) 328-1615
Telephone: (701) 328-2740

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

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

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	