



**PROCUREMENT LIAISON DESIGNATION**  
OFFICE OF MANAGEMENT AND BUDGET  
SHARED SERVICES - STATE PROCUREMENT OFFICE  
SFN 53112 (07-2024)

The Office of Management and Budget (OMB) requests the head of each state agency, institution, board or commission designate one or more individuals to act as the lead procurement officer(s) and liaison(s) to the State Procurement Office. These individuals will be referred to as "Procurement Liaisons".

Agency, Institution, Board or Commission Name		Business Unit Number
Procurement Liaison	Telephone Number	Email Address
<p>The Procurement Liaison's responsibilities will be:</p> <p><input type="checkbox"/> Commodities   <input type="checkbox"/> Services   <input type="checkbox"/> Both</p> <ol style="list-style-type: none"><li>1. Primary contact person for communication with the State Procurement Office.</li><li>2. Receive and distribute information received from the State Procurement Office.</li><li>3. Manage and maintain records of delegated purchase authority.</li><li>4. Monitor compliance with State Procurement Officer Certification Training requirements, state procurement laws, rules, and procedures.</li><li>5. Assist agency in adopting internal purchasing policies and procedures in accordance with N.D.A.C. § 4-12-03-04.</li></ol>		

**Signature** (*a typed signature is equivalent to a printed signature*)

Procurement Liaison Representative Signature	Date
Agency, Institution, Board or Commission Head Signature	Date

**SUBMITTAL INSTRUCTIONS:**

State agencies, institutions, boards and commissions must email the completed Procurement Liaison Designation form to the State Procurement Office at [infospo@nd.gov](mailto:infospo@nd.gov). Contact the State Procurement Office at (701) 328-2740 for assistance.