



The form shall identify the name, title and signature of those individuals designated by the appointing authority to sign and approve sole source certifications, contracts and surplus property transactions for each state agency and effective date of change. The form shall be submitted to the state purchasing director within 30 days of any changes in the signature authority. (Reference OAC 260:115-5-13.) Please ensure all categories are completed with each submission as this form will replace any previous records. All signatures must be in the same format (digital or handwritten).

AGENCY INFORMATION

Date	Agency name	Agency #
Primary contact	Phone	Email

CONTRACTS

Signature	Name	Title
Signature	Name	Title
Signature	Name	Title

SURPLUS PROPERTY TRANSACTIONS

Signature	Name	Title
Signature	Name	Title
Signature	Name	Title

SOLE SOURCE/SOLE BRAND CERTIFICATIONS

Signature of chief administrative officer	Name	Title
Signature of chief administrative officer	Name	Title

SIGNATURE

Signature of chief administrative officer of agency

Submit the completed form to [Compliance Form Submission](#).