

**REGISTERED PUBLIC PURCHASING OFFICIAL  
Application Form**

Name (as it is to appear on certificate — PLEASE PRINT CLEARLY)

\_\_\_\_\_

\*\* Please indicate preferred "address of record" for dissemination, upon request (OPRA)

Home Address \_\_\_\_\_

Employer \_\_\_\_\_ Job Title \_\_\_\_\_

Business Address \_\_\_\_\_

Work Phone \_\_\_\_\_ Preferred e-mail address \_\_\_\_\_

I certify that I am a United States Citizen \_\_\_\_\_ (initial) I certify that I am a high school (or equivalent) graduate: Year \_\_\_\_\_

Higher Education \_\_\_\_\_  
(if claiming college credit: institution, degree, date received)

Have you obtained the QPA certification from the DCA, Division of Local Government Services? \_\_\_\_\_

If yes, what is your recertification cycle's time frame (month/year)? \_\_\_\_\_

Check list of items to be attached:

\_\_\_\_\_ Criteria Questionnaire.

\_\_\_\_\_ Copies of course certificates.

\_\_\_\_\_ Current job description, including title, duties specific to your entity's purchasing process and time in position.

\* Be as detailed as possible. Do not submit a generic (DOP) job description.

\_\_\_\_\_ Notarized certification of service by appointing authority confirming your appointment, title, time in position and job description.

\_\_\_\_\_ College transcript or diploma (if applicable).

\_\_\_\_\_ Previous job description (if applicable), including title, duties specific to your entity's purchasing process and time in position. \* Be as detailed as possible. Do not submit a generic (DOP) job description.

\_\_\_\_\_ If applying under section 4.2, submit:

\_\_\_\_\_ Copy of RPPS certificate.

\_\_\_\_\_ Proof of service under certified RPPO for minimum of 3 years.

\_\_\_\_\_ Proof of service in position for two years.

\_\_\_\_\_ \$25 fee payable to Rutgers University Check # \_\_\_\_\_ Voucher # \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

Send this form, supporting material and non-refundable application fee to:

Public Purchasing  
Center for Government Services  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, New Jersey 08901-2020

## REGISTERED PUBLIC PURCHASING OFFICIAL

### Certification Criteria

Rutgers, The State University of New Jersey, Center for Government Services (CGS), will accept applications for registration as a Registered Public Purchasing Official in the State of New Jersey. A written application shall be submitted on a form provided by CGS, along with additional supporting information that indicates the applicant has met the following criteria:

1. Applicant is a citizen of the United States;
2. Applicant has obtained a certificate or diploma issued after completion of study in an approved secondary school or equivalent;
3. Applicant has successfully completed Principles of Public Purchasing 1, 2, and 3, and a Municipal Finance Administration courses offered by CGS. Proof in the form of certificate copies must be submitted with application;
- 4.1. Current service in the public sector (local, state, federal) with administrative job responsibility as the purchasing director/agent/official/etc., charged with purchasing responsibility on a day to day basis, with current supervisory responsibility for the management of people or programs in a purchasing environment for not less than five years;

- OR -

- 4.2. Currently serving the public sector holding the RPPS certification, having worked directly under the supervision of an RPPO for a minimum of three years, and having been designated as the purchasing director/agent/official/etc. charged with the purchasing responsibility and authorized by the governing body to contract on behalf of the government unit with current supervisory responsibility for the management of people or programs in a purchasing environment for not less than two years.
5. Applicant's purchasing responsibility and time in position are attested to by the chief executive officer or appointing authority on the questionnaire form;
6. Payment of a non-refundable processing fee of \$25 upon submission.

Upon finding by the CGS that the applicant has met the qualifications set forth above, a Registered Public Purchasing Official Certificate will be awarded. The certificate is renewable every three years, with proof of twenty (20) continuing education credit hours over the subsequent three-year period.

For additional information call 732-/932-3640 X 632.

#### Waiver of Time in Position

One year of credit toward the service requirement of five years will be given for every two or more years of college credit earned by the applicant. Proof of college credit in the form of transcript or diploma must be submitted with application.

A minimum of three years experience in the public sector with appropriate job title and responsibility is required.

No credit is given for time in private sector.



CENTER FOR GOVERNMENT SERVICES  
Rutgers, The State University of New Jersey  
303 George Street, Suite 604  
New Brunswick, NJ 08901-2020

<http://www.cgs.rutgers.edu/publicpurchasing>  
cupano@rutgers.edu  
Ph: 732-932-3640 X632  
F: 732-932-3586

**REGISTERED PUBLIC PURCHASING OFFICIAL**

Criteria Questionnaire

What is your official job title? \_\_\_\_\_

How long have you held this title? From: \_\_\_\_\_ to: \_\_\_\_\_

What is the name of your governmental unit? \_\_\_\_\_

Is your purchasing system centralized? \_\_\_\_\_ decentralized? \_\_\_\_\_

(Centralized is defined as a system in which a separate individual or department has authority for all of the purchases for that organization. Decentralized is defined as an arrangement in which certain authority or functions are delegated to smaller units of management by a central authority that retains policy direction and responsibility.)

Do you supervise one or more employees? \_\_\_\_\_ If yes, please list the titles of the individuals below.

Are you responsible for the management of purchasing functions? \_\_\_\_\_ If yes, please list functions below.

Do other employees in your public entity perform the same purchasing function as you? \_\_\_\_\_ If yes, please list their titles below.

Do you have the authority to sign purchase orders as designated by ordinance, resolution, administrative code or policy statement?  
Yes \_\_\_\_\_ No \_\_\_\_\_ \*\*\* **If yes, attach a copy of the appropriate document.**

Do you have direct contact with vendors and determine the source of supply? \_\_\_\_\_

Are all purchase orders routed through your office? \_\_\_\_\_

Does your department, unit or office conduct bid openings? \_\_\_\_\_ If yes, describe your function in the process.

Do you make written recommendation for awarding the bid? \_\_\_\_\_

If not, who performs this function? \_\_\_\_\_

Are you responsible for the complete application of the appropriate public contracts law? \_\_\_\_\_

Indicate the percentage of your workday spent on purchasing functions. (circle)

25%    50%    75%    100%

How many years have you had the responsibilities enumerated above? \_\_\_\_\_

Are you requesting a waiver of time in service? \_\_\_\_\_ If yes, attach a copy of your college diploma or transcript.

Who is responsible for the overall purchasing operation (exclusive of the governing body)? \_\_\_\_\_ (title)

What percent of the complete purchasing function is your responsibility? \_\_\_\_\_

Are you aware of any other persons in your contracting unit that have applied for, received, or who are eligible to apply for the RPPO certification? \_\_\_\_\_ **If yes, please name that person.** \_\_\_\_\_

**I attest that the above statements are true and accurate and authorize the Center for Government Services to inquire as to my employment experience as might be necessary.**

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_  
Applicant's Supervisor or Appointing Authority

**REGISTERED PUBLIC PURCHASING OFFICIAL**

**Prior Experience Questionnaire**

**Complete this portion of the form ONLY if you are claiming public purchasing authority/responsibility from a previous position. Private sector experience is not accepted.**

What was the official job title of your previous position? \_\_\_\_\_

How long did you hold this title? From: \_\_\_\_\_ to: \_\_\_\_\_

What was the name of your governmental unit employer? \_\_\_\_\_

Was the purchasing system centralized? \_\_\_\_\_ decentralized? \_\_\_\_\_  
(See definition on page 1)

Did you supervise one or more employees? \_\_\_\_\_ If yes, please list the titles of the individuals below.

Were you responsible for the management of purchasing functions? \_\_\_\_\_ If yes, please list the purchasing functions below.

Did other employees in your public entity perform the same purchasing function as you? \_\_\_\_\_ If yes, please list their titles below.

Did you have authority by the governing body to contract on behalf of the government unit as designated by ordinance, resolution, administrative code or policy statement? Yes \_\_\_\_\_ No \_\_\_\_\_ \*\*\* **If yes, attach a copy of the appropriate document.**

Did you have direct contact with vendors and determine the source of supply? \_\_\_\_\_

Were all purchase orders routed through your office? \_\_\_\_\_

Did your department, unit or office conduct bid openings? \_\_\_\_\_ If yes, describe your function in the process.

Did you make written recommendations for awarding the bids? \_\_\_\_\_ If not, who did? \_\_\_\_\_(title)

Were you responsible for application of the appropriate public contracts law? \_\_\_\_\_

Indicate the percentage of your workday spent on purchasing functions. (circle)

25%    50%    75%    100%

How many years did you have the responsibilities enumerated above? \_\_\_\_\_

Who was responsible for the overall purchasing operation (exclusive of the governing body)? \_\_\_\_\_(title)

What percent of the complete purchasing function was your responsibility? \_\_\_\_\_

**I attest that the above statements are true and accurate and authorize the Center for Government Services to inquire as to my employment experience as may be necessary.**

Signature \_\_\_\_\_  
Applicant

Date \_\_\_\_\_

Signature \_\_\_\_\_  
Applicant's Supervisor or Appointing Authority from Previous Position

Date \_\_\_\_\_