

**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 _____