

## FULL CERTIFICATION



All applicants must complete the TASBO Award of Merit for Purchasing Operations Application Form via an online TASBO registration and submit the components along with the applicable fees by the stated deadline. (Note: The registration should be completed at the earliest date possible so that TASBO may create a Basecamp site for components to be uploaded to.)

1. A letter of certification from the applicant's superintendent or chief financial officer must be included with the submission packet.
2. Electronic documents will be organized into folders and subfolders based on the **Guidelines for Application** (see separate guideline documents for Full and Recertification). Files should be converted to PDF before uploading to Basecamp. The applicant must utilize the folder system created by TASBO.
3. All materials submitted should be marked to identify the entity making the application. Documents should include the county district number followed by the entity name and document. Example: 246909 Round Rock ISD Organizational Chart.