



1. Agency will submit all purchase orders (POs) via the PeopleSoft workbench. Please provide a justification, i.e., the reason for the encumbrance of funds in the Header section.
2. Please provide a description of the work being performed in the Item/Description field.
3. **Small/IDIQ Projects:** Please email the dispatched PO with a Project Request Form **CAP Form - M701** and all other corresponding documents or submit through ServiceNow.

Large Projects: Please email the dispatched PO with the signed contract and all other corresponding documents.
4. POs that are routed incorrectly to CAP or determined to be incomplete will be push backed and routed to the agency for correction. Please see the comment section regarding denial reason.
5. CAP will not dispatch POs and provide them to the agency. Agencies must dispatch their own POs.
6. CAP will continue to send the PO with the notice to proceed (NTP) to the vendor. CAP recommends the agency does not send the PO to the vendor.
7. All CAP POs over the statutory amount of \$10K are to be signed by the CAM administrator. Any PO that is not signed by the CAM administrator will not be accepted.
8. Any changes to POs adding funds (ex: change orders) are to be added as an additional line item with description as to be easily identified by CAP.
9. Prior to submitting your PO, please review the following for correctness:
 - a) Valid budget check.
 - b) Valid doc tolerance.
 - c) Item description should be detailed for work to be performed.
 - d) Line items should be identified. The preferred location is line-item comments.
Example: Contract period July 1, 2024-June 30, 2025.
First of four options to renew.
 - e) Please verify the correct Category Code/Item ID is used. The following are the appropriate category codes for CAP. If you find it necessary to use a different category code, please confer with CAP first.



OKLAHOMA
Office of Management
& Enterprise Services

Construction Item IDs

ID NUMBER	ITEM
1000013600	SERVICE: CAP, IDIQ, Pre-Design Services
1000013601	SERVICE: CAP, IDIQ, Commissioning Agent Services
1000013602	SERVICE: CAP, ON CALL, On Call Professional Services
1000013603	SERVICE: CAP, State Roof Asset Management Program
1000013604	SERVICE: CAP, IDIQ, Architect & Engineer Services
1000013605	SERVICE: CAP, IDIQ, Construction Inspection Services
1000013606	SERVICE: CAP, IDIQ, Emergency Services; Architect/Engineer
1000013607	SERVICE: CAP, IDIQ, Environmental Services
1000013608	SERVICE: CAP, IDIQ, Geotechnical Services
1000013609	SERVICE: CAP, IDIQ, Land Survey Services
1000031900	APPRAISAL SRVC: CAP, IDIQ, Appraisal Services
1000032280	ABATEMENT SRVC: CAP, IDIQ, Environmental Abatement Services

Program Item IDs

ID NUMBER	ITEM
1000017734	CONSTR:CAP-Over Statutory Amt, Public Bid, Construction Contract
1000017735	CONSTR:CAP-Statewide, All Agencies, Construction Contract
1000017736	CONSULTANT:CAP- Selection Statutory, Professional Consultant, A/E, Contract
1000017737	MAINT:CAP- Below Statutory Amt, Simple Award, Maintenance Contract
1000017738	MAINT:CAP- Above Statutory Amt, Simple Award, Maintenance Contract
1000017739	MAINT:CAP- Renewal of Maintenance Contract
1000017740	MAINT:CAP- As Needed, Maintenance Contract
1000017741	CONSTR:CAP-Agency Statewide Construction Contract
1000017742	CONSTR:CAP-Below Statutory Amt, Simple Award, Construction Contract
1000017743	CONSTR:CAP-CM Agency-CM Svcs w/o Specified Cost Agreement, Construction Manager Contract
1000017744	REAL ESTATE:CAP- Real Estate Services
1000017745	CONSTR:CAP-CM At Risk-CM w/Specified Cost Agreement, Construction Manager Contract



CAP Purchase Order Process Map

Revised: July 2, 2024

