



**OKLAHOMA**  
Office of Management  
& Enterprise Services

## **CPO Announcement**

**State of Oklahoma**  
**Office of Management and Enterprise Services**

**DATE:** Feb. 12, 2024.

Procurement professionals and agency leaders,

Please familiarize yourself with the Procurement Information Memorandum (“PIM”) on [Direct Purchase Orders](#). The high-level summary is below.

1. Direct PO is more narrowly defined now: PO that is created and dispatched within PeopleSoft that does not have an ePro requisition (“ePro Req”) referenced in the Req ID and is issued to a supplier when no PeopleSoft contract is attached.

a. Reasoning with narrowed definition: We are capturing the true intent of prohibiting a direct PO, which is to prevent fraudulent/rogue spend. This removes:

- i. Non-acquisition POs (i.e., to payees/grantees).
- ii. Interagency transactions.
- iii. Statewide contract orders (both IT and Non-IT).

2. Provides four allowable exceptions:

- a. Emergency purchases.
- b. PO changes of less than 10% for administrative purposes.
- c. Purchases of regulated utilities.
- d. Acquisitions outside the scope of the Central Purchasing Act (i.e., CAP/REALS, ODOT engineering process).

Before finalizing this PIM, I sought feedback from several agencies as well as the governor’s office; I believe this PIM accurately captures necessary business processes while adequately ensuring the integrity of state procurement.

We will be aligning Celonis flags with this guidance, but that may take time. We appreciate your patience if you receive a flag on a PO that is compliant with this guidance.

Thank you,

Amanda Otis  
State Purchasing Director