



State Use Program (74 O.S. §§ 3001-3009). Unless otherwise prohibited by law, whenever a state agency determines their intended purchase qualifies for an exception and believes it is in the best interest of the state to purchase from a source other than the State Use Program, the agency shall email this form to OMES Central Purchasing State Use administrator at SUReports@omes.ok.gov to request an exception. Requests unable to be satisfied under the State Use Program will be provided to the OMES Central Purchasing State Use contracting officer for final approval. All approved exceptions are for one-time purchases only. A state agency may not complete the acquisition without prior written approval of the exception request by the State Use contracting officer or the state purchasing director. The state agency shall maintain approved exception requests in the acquisition file.

GENERAL INFORMATION

Agency name	Agency #	Request date
Agency representative requesting exception	Email	
Product/service and quantity being purchased	Required delivery time for acquisition	

Detailed justification. (All quotes and pricing details must be submitted with this form.)

Cost using State Use	Cost using non-State Use source	Expected savings
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FOR OMES USE ONLY

☐ Approved for one-time purchase only. ☐ Denied.

Comments

State Use contracting officer	Date
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