



## **CPO Announcement**

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

**DATE:** Dec. 16, 2024.

**TO:** P-card administrators, CPOs and state agency finance staff.

**FROM:** Office of Management and Enterprise Services.

**SUBJECT:** P-card threshold increase.

**CONTACT:** [Angela Medley](#), state P-card administrator.

**PURPOSE:** To provide important information about the increase to agency P-card thresholds.

Effective Jan. 1, 2025, agency P-card thresholds will increase from \$5,000 to \$25,000, matching the fair and reasonable amount. OMES Central Purchasing is updating the P-card Policy and Procedures to reflect this change. Starting Jan. 1, agency administrators may update spend control profiles, if needed, according to internal agency policy.

### **Changing spend control profiles:**

Review the [user guide](#) for instructions on changing spend control profiles in Bank of America Works.

### **Other notable policy changes for FY 2025:**

- **Section 7.13:** For rules and procedures regarding information technology acquisitions and exceptions, refer to the [OMES Purchasing Reference Guide](#) and to the Procurement Information Memorandum (PIM) Delegation of Authority on the [OMES Central Purchasing Procurement Information Memorandums page](#). IT & Telecom services and repairs are not included in this delegation of authority.
- **Section 8.3:** Conference documentation displaying designated hotel should be uploaded into Works. Agency may use letterhead for correspondence with lodging vendor. Must add "Designated Hotel" on the transaction description in Works.
- **Section 8.3:** For prepaid deposits, confirmation showing travel dates should be uploaded to Works until a final folio can be obtained. Final folio needs to be uploaded to prepaid deposit transaction and the final stay transaction if they are not the same.
- **Section 10.1:** Itemized invoices shall be obtained for all purchases regardless of the order method. Invoices or payment receipts cannot be manually modified.
- **Section 10.8:** The folio received from a lodging establishment by either the traveler or the travel arranger is considered the P-card receipt. All folios must be itemized and include merchant name

and address. A copy of the approved State Travel Voucher (OMES Form 19) and request for In-State GSA Rate Lodging Exception (OMES Form 19E), if applicable, or other documentation substantiating the specified rate, shall be included in the end-of-cycle documentation and uploaded in Works.

Updated Central Purchasing (CP) forms 034, 059 and 058 are now available in the [CP Library](#). Form 031 (State Purchase Card Lost, Compromised or Stolen Notification) has been retired. The agency is to contact Bank of America directly.