



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: April 15, 2024.

TO: All CPOs.

FROM: OMES Central Purchasing.

SUBJECT: Purchase order signature authority.

CONTACT: Amanda Otis, Esq., state purchasing director, amanda.otis@omes.ok.gov.

PURPOSE: We have recently received questions surrounding signature requirements within the "Authorized Signature" box on purchase orders (POs). There is no law or regulation that requires a PO to be signed. This appears to be a practice carried over from a previous system. OMES Legal has opined the signature on a PO has no legal effect; the fact that a PO has been dispatched from the PeopleSoft system demonstrates the funds have been encumbered. As such, OMES Central Purchasing will no longer sign POs. If an agency wishes to have a PO signed, the agency will have it signed internally.