



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

Updated Purchase Order Routing

DATE: April 4, 2024.

State procurement professionals,

Currently, a PO routes based on the origin that an agency selects in PeopleSoft. To prevent any misuse or misrouting of approvals, OMES Central Purchasing is amending the workflow. Starting Monday, April 8, POs will now route based on category code and dollar value. You will still build POs the same way you do today and will still utilize the "[Purchase Order Type and Origin Quick Reference Guide](#)." You should not see any difference in your daily work, but you will no longer be able to independently decide who should approve a PO by changing the origin. If you believe your PO is routing incorrectly, please submit a [service desk ticket](#).

Regards,

Amanda Otis, Esq.
State Purchasing Director