



**OKLAHOMA**  
Office of Management  
& Enterprise Services

## Central Purchasing

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### PROCUREMENT INFORMATION MEMORANDUM

Subject: Online purchasing – Amazon business accounts  
Effective Date: October 01, 2023  
Issued by: Amanda Otis, Esq., State Purchasing Director

As a means of disseminating relevant state procurement information to state entities, the Central Purchasing Division of the Office of Management and Enterprise Services (OMES) periodically issues Procurement Information Memoranda (“PIM”). If any information in this PIM conflicts with information in a previously issued memorandum, the information in this PIM controls.

#### **Summary**

Pursuant to 74 O.S. § 85.5(A) and OAC 260:115, the State Purchasing Director has sole and exclusive authority and responsibility for all acquisitions used and consumed by state agencies. Acting under this authority, the State Purchasing Director has determined that utilization of Amazon business accounts is authorized subject to the provisions of the Oklahoma Central Purchasing Act and the Oklahoma Administrative Code.

#### **1. Practitioner comments**

- a. Utilization of Amazon business accounts is subject to the rules promulgated under OAC 260:115 and State of Oklahoma Policy and Procedures for Purchase Card (P-card). For the purposes of this PIM only, purchaser is defined as the Certified Procurement Officer or P-card holder transacting business with the online retailer, Amazon.
- b. It is the sole responsibility of the purchaser to ensure compliance with the Central Purchasing Act and Rules.
- c. Specifically, Amazon purchases do not supersede mandatory statewide (SW) contracts. The purchaser should first determine if the item is available from a SW contract. If the item is on a mandatory SW contract, the SW contract shall be utilized except when there is a cost savings to the state. If an Amazon purchase will provide a cost savings to the state, CP Form 109 should be completed and submitted to document the savings and transaction.

- d.** Online retail accounts have potential to create split purchasing issues. It is highly encouraged that the purchaser determine if same or similar goods have been purchased by the agency and if the purchase is under the fair-and-reasonable threshold.
- e.** Additionally, it is the purchaser's responsibility to ensure compliance with the State Use Program, [74 O.S. § 3001 et seq.](#), and the Oklahoma Corrections Act of 1967 as provided in [57 O.S. § 549.1](#). Purchase of information technology (IT) goods and services shall be subject to the requirements of the Information Technology Consolidation and Coordination Act, [62 O.S. § 35.1 et seq.](#)
- f.** Subject to change, the additional approver functionality within the Amazon business account is reserved for Central Purchasing. An agency may utilize the functionality internally and yield access, upon request by the State Purchasing Director, should it be determined the functionality needs to reside with OMES Central Purchasing.
- g.** Upon request by the State Purchasing Director, an agency shall provide a list of all account holders.
- h.** Use of Amazon business accounts is subject to monitoring and audit by OMES.