



OKLAHOMA
**Office of Management
& Enterprise Services**

Central Purchasing

PROCUREMENT INFORMATION MEMORANDUM

Subject: Direct Purchase Orders
Effective Date: February 12, 2024
Issued by: Amanda Otis, Esq., State Purchasing Director

I. Introduction

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

II. Summary

A Direct Purchase Order (“PO”) means a PO that is created and dispatched within PeopleSoft that does not have an ePro requisition (“ePro Req”) referenced in the Req ID and is issued to a supplier when no PeopleSoft contract is attached. Executive Order 2023-04 requires the State Purchasing Director to “create a plan and policy to eliminate the use of direct purchase orders.” To that end, this PIM seeks to properly define Direct PO and outline allowable exceptions to the general prohibition. For questions regarding this or any PIM please contact central.purchasing@omes.ok.gov.

CP-004, Certification for Competitive Bid and/or Contract (Non-Collusion Certification) shall be included with any competitive bid and/or contract exceeding \$25,000.00 submitted to the state for goods or services.

III. Allowable Direct POs

A. Emergency purchases¹: When the Executive Director or Chief Administrative Officer for an agency declares an emergency, and a purchase is necessary to resolve an issue

¹ Emergency purchases are only those purchases that: 1) are unanticipated, with less than fourteen (14) calendar days’ advance notice of a need for acquisition; 2) are necessary for the agency to fulfill its primary responsibilities as established by statute; and 3) without such purchase, would incur a definite, articulable, and significant detriment to the public interest. Notification of any emergency purchase must be made in writing to the agency’s Cabinet Secretary within five (5) business days of the expenditure. Such notification shall include the specific reason or reasons the purchase qualified as an emergency.

directly caused by that emergency, the PO created for that purchase does not require an ePro requisition to dispatch the PO. However, as soon as reasonably possible, an ePro Req should be created and sent for approvals. Once approved it should be sourced into the PO. Use of this provision must be reported to the State Purchasing Director within a reasonable amount of time.

- B. PO increases of less than 10%: All changes to a PO brought about by administrative necessity that do not increase a PO total more than 10% of its original total do not require an ePro requisition.
- C. A reduction of funds to a PO does not require an ePro requisition. An agency must explain what changes were made and why the reduction was necessary.
- D. POs for Authority Orders: Any Authority Order may be processed without a requisition.
- E. Purchases of regulated utilities: All purchases of regulated utilities, as defined by Title 74, Section 9072, subsection 9 of the Oklahoma Statutes, does not require an ePro requisition.
- F. Purchases governed by Oklahoma Statutes outside of the Central Purchasing Act: Purchases made pursuant to Title 69 of the Oklahoma Statutes that defines specific purchases made by the Oklahoma Department of Transportation and purchases pursuant to Title 61, which guides purchases for Public Buildings and Public Works, can be made without an ePro requisition.

IV. Practitioner Comments

- A. Please consult the [OMES Purchase Order Type and Origin Quick Reference Guide](#).
- B. The following do *not* qualify as Direct POs, and are permissible, as defined by this PIM:
 - a. Interagency purchases: All purchases between one state agency and another state agency or state governmental entity do not require an ePro requisition. This is because the value of Central Purchasing's oversight for purchases from external suppliers does not exist for purchases between state agencies. Additionally, if a service can be provided by another agency or governmental entity, it benefits the state to keep those funds in-house.
 - b. Releases off of PeopleSoft contracts: All purchases by an agency off of a statewide contract or other PeopleSoft contract can be made by PO without utilizing a requisition. Each of these POs must tie in a contract number within PeopleSoft.
 - c. POs created for payment of beneficiaries: When a payment is being issued to a payee who has not provided any goods or services to the state, an ePro requisition is not necessary.