



Department of Central Services

PROCEDURE #: AQ-003

CENTRAL PURCHASING

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Oklahoma Correctional Industries

Effective Date: September 11, 2009

1. Go to OCI's website: <http://www.ocisales.com/>
2. Look at available items and if desired item is available, you have two options:
 - 2.1. OPTION #1: Place an order with OCI without competitive bidding by creating Purchase Order or using P/Card via website, mail or phone:
 - 2.1.1. WEBSITE: Order from the website: <http://www.ocisales.com/contactus.aspx>
 - 2.1.2. MAIL: OCI Sales Office
3402 Martin Luther King Blvd
Oklahoma City, OK 73111
 - 2.1.3. PHONE: 1-800-522-3565
 - 2.2. OPTION #2: Issue a solicitation
 - 2.2.1. Issue an open market solicitation, which shall include OCI as a vendor
 - 2.2.2. Award to lowest and best vendor
3. If item not available from OCI, purchase item utilizing agency authority limits (Procedure AQ-004 or AQ-005).