



John S. Richard
Director

Brad Henry
Governor

STATE OF OKLAHOMA
DEPARTMENT OF CENTRAL SERVICES

PROCUREMENT INFORMATION MEMORANDUM 99-02

TO: All Certified Procurement Officers

REVISION DATE: August 17, 2006

SUBJECT: State Agency Annual Contract Report

The Central Purchasing Act (74 O.S. Section 85.43) requires that each Chief Administrative Officer of a state agency shall submit to the State Purchasing Director by November 1 of each year, a report listing all acquisitions exceeding Ten Thousand Dollars (\$10,000.00) but not exceeding Twenty-five Thousand Dollars (\$25,000.00) of the state agency for the preceding year.

The purpose of this memorandum is to establish reporting procedures for state agencies. Separate procedures are specified for agencies processing acquisitions directly in the PeopleSoft System, and those agencies processing acquisitions via an interface with PeopleSoft.

Agencies processing directly. The report will be prepared by the Office of State Finance (OSF) for each agency processing acquisitions directly in the PeopleSoft System. The agency need not prepare and submit a separate report for those transactions processed through PeopleSoft.

Agencies processing thru an interface. Each agency processing acquisitions via an interface with PeopleSoft shall prepare a report in the format shown in Attachment 1.

Attachment 2, Report Parameters, summarizes data to be included in and excluded from the report, whether prepared by the agency or OSF and additional reporting instructions. Data include both elements required by statute (marked by an asterisk*) as well as those added by the Central Purchasing Division for audit purposes. Please also see Notes to Report Parameters for additional information.

The report shall be submitted to the State Auditor and Inspector as well as to the Department of Central Services (State Purchasing Director). The state agency shall also submit the report to any member of the Appropriations and Budget Committee of the House of Representatives or the Appropriations Committee of the Senate if a member so requests.

"SERVICE, QUALITY, INTEGRITY"

Point of Contact for this memorandum is Keith Gentry, CPO, Contracts Manager
Phone: 405-522-4878 E-mail: keith_gentry@dcs.state.ok.us

A handwritten signature in black ink that reads "Betty Cairns". The signature is written in a cursive, flowing style.

Betty Cairns
State Purchasing Director

Attachments:

1. Sample Interface Agency Report
2. Report Parameters

State Agency Annual Contract Report Report Parameters

Parameter	Non-Interface Agency-OSF prep	Interface Agency
Report Data Elements	<ul style="list-style-type: none"> >Agency Name and Number >PO Number >PO Date >Requisition Number >Supplier Name* >Supplier FEI >Description of item/service* >Identify sole source/sole brand >Total Contract \$ value* >Total \$ expended as of FY close* 	>Same
Include In Report	<ul style="list-style-type: none"> > Contract value exceeding \$10,000.00 but not exceeding \$25,000.00* >Professional Services* >Non-professional Services* >Real Property Lease* >Equipment/item lease* 	>Same
Exclude From Report	<ul style="list-style-type: none"> >Interagency >Intergovernmental >Oklahoma Correctional Industries >Releases against statewide or non-encumbered contracts >Scheduled buys 	>Same
Reporting Period	By FY (July 1 thru June 30)	>Same
Report Run Date	>Close of Business, June 30	>As necessary to capture data
Media, Print and Distribute	<ul style="list-style-type: none"> >Paper Copies >OSF print 3 copies 2: Purchasing Director (One Retained and one to State Auditor) 1: State agency (their page) 	<ul style="list-style-type: none"> >Paper Copies >Agency print 3 copies 1: Retained in agency purchasing office 2: Purchasing Director (One Retained and one to State Auditor)
Due Date	Not Later Than November 1	Not Later Than November 1

Notes to report parameters:

1. For definitions of terms, see revised Central Purchasing Division Rules
2. Asterisk* indicates data elements required by statute. Remaining data elements added by Purchasing Division for audit and file location purposes.
3. "Total contract \$ value" means the net value of the contract to include any increases or decreases from change orders.
4. As a reminder, the basic year contract value plus the value of all option years cannot exceed the agency delegated dollar purchasing authority.