

# OFFICE OF STATE FINANCE AGENCY ACQUISITION REQUEST

This form is to be completed in conjunction with any Purchase Order/Requisition or P-Card Purchase.

Agency Number

Agency Contact  Phone Number

All acquisitions must be included in the current Information Technology/Telecommunications Plan.

Identify by Project Number

Identify by Division (if applicable)

Category Number

What is the use and purpose of this acquisition?

Are Federal funds being used for this acquisition? If so, give percentage.

Yes  No  %

Is this a P-Card Purchase Yes  No

Is this acquisition compliant with the State of Oklahoma Information Technology Accessibility Standards, House Bill 2197?

Yes  No

Pursuant to 62 OS 41.5u, do you have a copy of the Source Code or a Source Code Escrow Agreement for any custom developed or modified software?

Yes  No

Is the acquisition a purchase  lease  ?

Please check "X" in all areas that apply:

Hardware

Software

Services

Telecommunications

RFP/RFQ/ITB\*

\*If checked, attach a copy of specifications.

Original Documentation to be returned to:

Agency	<input type="text"/>	Attention	<input type="text"/>
Pickup	<input type="text"/>	Phone#	<input type="text"/>
Central Services	<input type="text"/>	Attention	<input type="text"/>