



**John S. Richard**  
Director

**Brad Henry**  
Governor

STATE OF OKLAHOMA  
DEPARTMENT OF CENTRAL SERVICES

**PROCUREMENT INFORMATION MEMORANDUM 02-01**

TO: All Certified Procurement Officers

REVISION DATE: September 10, 2009

SUBJECT: Charge Accounts and Charge Cards

Charge account and charge card terms and conditions frequently contain language which is contrary to state statutes and/or not in the best interest of the state. Examples include payment periods, late payment interest rates, and the venue in which any legal action would take place. Consequently, the following instruments may be used for state charge purchases and are to be used as the preferred methods for charge transactions:

- a. The State purchase card, SW200.
- b. The automated fleet management system card, SW101.
- c. The State Travel purchase card, SW200. This card allows state agencies to purchase airfare for any amount when purchased through a travel agent listed in the Statewide Contract for Travel Agent Services, SW100.
- d. The telecommunications services, SW450.
- e. Agreements previously approved by the State Purchasing Director.

Please refer to the Department of Central Services, Central Purchasing Division website ([www.dcs.state.ok.us/SW\\_contracts.nsf](http://www.dcs.state.ok.us/SW_contracts.nsf)) for the current contract and provider of service for each of the above listed contracts.

State agencies shall immediately terminate all charge accounts and charge card agreements other than those listed above unless otherwise provided by law. Agencies shall destroy all cards associated with these terminated agreements.

New accounts, other than those listed above, shall not be established without the written approval of the State Purchasing Director. Requests for new accounts shall be directed to the Director of Central Services and shall be signed by the state agency Chief Administrative Officer. The request shall include

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rationale as to why one or more of the above listed preferred charge methods will not meet state agency needs. A copy of any associated terms and conditions shall be included with the request.

Point of contact for this memorandum is Keith Gentry, CPO, Contracts Manager  
Phone: 405-522-4878      E-mail: [keith\\_gentry@dcs.state.ok.us](mailto:keith_gentry@dcs.state.ok.us).

A handwritten signature in black ink, appearing to read "Scott Schlotthauer". The signature is fluid and cursive, with a large initial "S" and "S".

Scott Schlotthauer  
State Purchasing Director