

# 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 Data Processing/Telecommunications Plan.

Identify by Project Name

Identify by Priority 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

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  Attention   
Pickup  Phone#   
Central Services  Attention