



State of Oklahoma  
Office of Management and Enterprise Services

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**PROCUREMENT INFORMATION MEMORANDUM 1999-02**

TO: All Certified Procurement Officers

REVISION DATE: January 1, 2015

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 Fifty Thousand Dollars (\$50,000.00) but not exceeding One Hundred Thousand Dollars (\$100,000.00) 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 Management and Enterprise Services (OMES) 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 OMES 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.

Attachment 3, Notes to Report Parameters is for additional information.

The report shall be submitted to the State Auditor and Inspector as well as to the 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.

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Attachments:

1. Sample Interface Agency Report
2. Report Parameters
3. Notes to report parameters