

# ACQUISITION OF FOOD ITEMS NOT SPECIFICALLY AUTHORIZED BY STATUTE

This form is for Food Purchases that are not statutorily authorized.

- Food Expenditure shall be authorized by the Director or Designee only and prior to making the acquisition
- Submission of this form shall be thru the manager of Contracts and Acquisitions for review. Upon review that the basic criteria are met, this request will be forwarded to the Director, or its designee for final authorization.
- Incomplete forms will be returned to the Business Office.

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|--|--|---|
| Requestor's Name:  | Contact Information (return email/fax number): | Reviewed by Contracts & Acquisitions Manager  |
| Date of Event:   | Location of Event:                             | Estimated Number of and types of Attendees:   |
| Estimated total amount of expenditure:   | Funding to be used (i.e. 19xxx/20500):         | Completion of OMES Form(s) 109:<br>Required: <input type="checkbox"/> Yes <input type="checkbox"/> No<br>Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Where will the food bought and list all Statewide Contracts to be used:  |  |   |
| Specific description and purpose of the event:   |  |   |
| <u>Specific and clear description</u> of how the expenditure serves a lawful public purpose that affects the inhabitants of the state of Oklahoma as a whole rather than as individuals: |  |   |
| Specific description of food items (quantities) being purchased and from which vendor(s) (to include if the items will be bought off of SW contract):                                    |  |   |

By submission of this request, the requestor is certifying that the food purchases are necessary and serve a public purpose that affects the inhabitants of the state of Oklahoma as a whole rather than as individuals and the appropriate funds will be used in this acquisition

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|---|------------------|-------------|
| <b>REQUESTER</b>                              | <b>SIGNATURE</b> | <b>DATE</b> |
|   |                  |             |
| <b>DIVISIONAL APROVAL REQUIRED</b>            | <b>SIGNATURE</b> | <b>DATE</b> |
|   |                  |             |
| <b>DIRECTOR OR DESIGNEE APPROVAL REQUIRED</b> | <b>SIGNATURE</b> | <b>DATE</b> |