

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 #
 Email

All acquisitions must be included in the current Information Technology/Telecommunications Plan.
 Identify by Operations or Project #
 Identify by Division (if applicable)
 Category Number

What is the use and purpose of this acquisition? Provide detailed justification outlining specifics of the acquisition to include what, where, when and who.

Requisition/PO number (if applicable) Project cost:

Are Federal Funds being used for this project? 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

Does this request involve the purchase or lease of any custom developed or modified software? Yes No

If Yes, pursuant to 62 34.31, do you have a copy of the Source Code or a Source Code Escrow Agreement? Yes No

Is the acquisition a purchase Lease ?

Please check "X" in all areas that apply:

Hardware	<input type="checkbox"/>
Software	<input type="checkbox"/>
Services	<input type="checkbox"/>

Telecommunications	<input type="checkbox"/>
RFP/RFQ/ITB*	<input type="checkbox"/>

*If checked, attach a copy of specifications.

Agency Pickup	<input style="width: 100%;" type="text"/>	Attention	<input style="width: 100%;" type="text"/>
Central Services	<input style="width: 100%;" type="text"/>	Phone#	<input style="width: 100%;" type="text"/>
	<input style="width: 100%;" type="text"/>	Attention	<input style="width: 100%;" type="text"/>