## Instructions on How to Fill Out a Statewide Contract Purchase Card Order Form

- A. Make sure you have the most current SW contract.
- B. Make sure you check for addendums.
- C. If you are not sending the order in right away, please make sure contracts and addendums are still current as they can change frequently.
- 1. Date > Today's date.
- 2. Statewide Contract and Contract ID > From Division of Central Purchasing website.
- 3. Authority Order number > Your business manager should have this. (must match the "Bill to" location)
- 4. Class funding > Your fund and account. There is a list on peoplesoft.
- 5. Department > Who is paying for this? There is a list on peoplesoft.
- 6. Ship to address > Where product will be delivered.
- 7. Bill to address > Where the bill will be sent for payment. (must match the "Bill to" address on the Authority Order)
- 8. Facility phone # > Location of ordering facility.
- 9. Facility fax # > Location of ordering facility.
- 10. Bill to phone # > Location of billed to facility.
- 11. Bill to fax # > Location of billed to facility.
- 12. Vendor name > Who you are ordering from.
- 13. Vendor phone # > Include area code if needed.
- 14. Vendor fax # > Include area code if needed.
- 15. Contract Line # > Line number from contract where item is listed.
- 16.QTY > How many do you want?
- 17. UOM > ea, box, doz, etc. This is listed on the contract line.
- 18. Item (Commodity Code) > This is listed on the contract line.
- 19. Description > What are you ordering? This is listed on the contract line.
- 20. Unit price > Price per unit. This is listed on the contract line.
- 21. Total price > Multiply line qty by unit price.
- 22. Account (Object code) > Listed on OMES website.
- 23. Total > Total of entire order.
- 24. What are we buying? > A short description. (e.g., paper, office supplies, toner, etc.)
- 25. Why do we need this? > Short explanation.
- 26-31. Obtain various approval signatures and dates.

## STATEWIDE CONTRACT PURCHASE CARD -- ORDER FORM OKLAHOMA DEPARTMENT OF CORRECTIONS -- EIN: 736017987 FINANCE & ACCOUNTING UNIT P.O. BOX 11400 OKLAHOMA CITY, OK 73136-0400 DATE SW CONTRACT/ID & CONTRACT EXP AUTHORITY ORDER **CLASS FUNDING DEPARTMENT** (1) (2) (3) (4)(5) LOCATION: (BILL TO ADDRESS) LOCATION: (SHIP TO ADDRESS) (6) (7) (8) (10) PHONE: FAX: (9) PHONE: FAX: (11) VENDOR: SPECIAL INSTRUCTIONS: (12) PLEASE FAX ORDER CONFIRMATION TO (405) 425-7174. VENDOR PHONE: (14) (13) VENDOR FAX: DESCRIPTION CONTRACT LINE# QTY UNIT ITEM (COMMODITY CODE) **UNIT PRICE** TOTAL PRICE ACCOUNT (OBJECT CODE) (15)(16)(17) (18)(19)(20)(21)(22)**TOTAL** (23) **JUSTIFICATION** DEFINITION OF THE REQUIREMENT. What are we buying? (24) (25) OBJECTIVE OF THE ACQUISITION. Why do we need to buy this? **NOTICE TO VENDORS:** All Electronic Communication Devices and All Tobacco and Tobacco-like products are considered Contraband and are NOT ALLOWED at any facility housing inmates. Vendors and Delivery Drivers should call ahead to the destination facility prior to meetings or deliveries with any questions regarding this policy. BUSINESS MANAGER APPROVAL DATE (26)(27) ADDITIONAL APPROVAL (if required for facility/division/unit purposes DATE (28) (29) PURCHASING ADMINISTRATOR APPROVAL DATE (30)(31)