

## 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	Telecommunications
Software	RFP/RFQ/ITB*
Services	*If checked, attach a copy of specifications.

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