Attachment A
OP-120103

FOOD ACQUISITION APPROVAL REQUEST

The purpose of this form is to request and obtain the proper agency approvals **prior** to purchasing food items for a situation or event, **as required by policy or when no specific statute allows for the purchase.**

Required Steps:

1. Complete the form and obtain the signatures for facility/unit head and Division or Senior Staff signatures.
2. Email the form to contracts-acquisitions@doc.ok.gov. Incomplete forms will not be processed and will be returned.
3. Contracts & Acquisitions (C&A) will route the form to the Chief Financial Officer for review and approval, then return the form to the requestor.
4. If approved, the requester must submit an IPR, attaching the approved food request along with any other applicable documentation.
5. Once the IPR is approved, the items may be purchased.

Requester's Name:	**Requester's Email:**	**Requester's Work Location:**
Date of Event:	**Location of Event:**	**Estimated Total Expenditure:**
Description of individuals and number that will be in attendance:		
Description and purpose of the event, including how the expenditure serves a lawful public purpose that affects the inhabitants of the state as a whole rather than as individuals:		

Description of Food/Beverage Items

Items that are available on OMES State Use or mandatory statewide (SW) contracts must be purchased using their contracts unless an exception has been granted by OMES-Central Purchasing ((OMES-Form-CP109) must be attached).

Vendor Name	**SW Contract # (if applicable)**	**Description of Items and Quantities**

Facility/Unit Head Approval	Signature:	Date:
Division or Senior Staff Approval	Signature:	Date:
C&A *Approval/ Signature*	C&A Notes**:**	Date:
Chief Financial Officer Approval	Signature:	Date:

(R 05/26)