

State Agency Annual Contract Report Parameters

Parameter	Non-interface with agency Oklahoma State Finance prepares	Interface with agency
Report Data Elements	<ul style="list-style-type: none"> > Agency name and number > P.O. number > P. O. date > Requisition number > Supplier name* > Supplier Federal Employer Identification (FEI) > Description of item/service > Identify sole source/sole brand > Total Contract dollar value* > Total dollar expended as of Fiscal Year (FY) close 	<ul style="list-style-type: none"> > Agency name and number > P.O. number > P.O. date > Requisition number > Supplier name* > Supplier Federal Employer Identification (FEI) > Description of item/service > Identify sole source/sole brand > Total Contract dollar value* > Total dollar expended as of Fiscal Year (FY) close
Include in Report	<ul style="list-style-type: none"> > Contract value exceeding \$10,000, but not exceeding \$25,000* > Professional Services* > Non-professional services > Real Property lease* > Equipment/item lease 	<ul style="list-style-type: none"> > Contract value exceeding \$10,000, but not exceeding \$25,000* > Professional Services* > Non-professional services > Real Property lease* > Equipment/item lease
Exclude from Report	<ul style="list-style-type: none"> > Interagency > Intergovernmental > Oklahoma Correctional Industries > Releases against statewide or non-encumbered contracts > Scheduled buys 	<ul style="list-style-type: none"> > Interagency > Intergovernmental > Oklahoma Correctional Industries > Releases against statewide or non-encumbered contracts > Scheduled buys
Reporting period	By Fiscal Year (July 1 thru June 30)	By Fiscal Year (July 1 thru June 30)
Report Run Date	> Close of business, June 30	> As necessary to capture data
Media, Print, and distribute	<ul style="list-style-type: none"> > Paper copies > Office of State Finance print 3 copies <ol style="list-style-type: none"> 1. State agency retains 2. Purchasing Director (one retained and one to State Auditor) 	<ul style="list-style-type: none"> > Paper copies > State agency print 3 copies <ol style="list-style-type: none"> 1. State agency retains 2. Purchasing Director (one retained and one to State Auditor)
Due date	Not later than November 1	Not later than November 1