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|  |  | **Oklahoma Office Supply Portal Access Authorization** |

Authorization to utilize the office supply portal is required. Email completed form to: [StaplesPortal@omes.ok.gov](mailto:StaplesPortal@omes.ok.gov)

Form submitted with missing information will be returned to the agency for correction.

For whom is the form intended?  

Division/Department/Unit:

Requesting Agency Number:       Requesting Agency Name:

Purpose for request:   

User’s First Name:       User’s Last Name:

User’s Email:       User’s Phone:

Ship-to-Location (5 digit code): Bill-to-Location (code):

Ship to Street Address:

Ship to City:       State:       Zip:

Approval Requirements and Spending Limits/ Agency Rules: Choose **one** of the following rules:







\*Approver’s Name:       E-mail:

I hereby authorize the above named individual access to the Oklahoma Office Supply Portal System with the security levels indicated until we send written notification that their access should be changed or terminated.

Portal Access Authorization Approved by:

       
Print Name Signature

             
Title Phone

New users will receive an e-mail including the user ID, password and instructions on using the portal.