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|  | **Agency Acquisitions Exceeding Agency Approved Threshold Quarterly Report (Pursuant to 74 O.S. §85.5N)** |

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| This form shall be submitted quarterly to OMES Central Purchasing for the purpose of reporting any contract exceeding an agency’s approved purchase threshold awarded by the state agency pursuant to 74 O.S. § 85.5N. Report due dates are: March 31; June 30; Sept. 30; and Dec. 31. Submit form to: CP.feedback@omes.ok.gov. |
| **Agency name:** |       | **Agency number:** |       | **Report date:** |       |
|  |  |
| Exception description: |       |
| State purchasing director approval date: |       |
|  |  |
| **Purchase Order Number** | **Supplier** |  | **Description of Purchase** | **Total Purchase Amount** | **Contract Start Date** | **Contract End Date** |
|       |       |       | $      |       |       |
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| Comments: |       |
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| The undersigned, being authorized to sign and file this report on behalf of the agency named herein, hereby affirms: (1) the contracts listed in this report were awarded in accordance with applicable state laws and OMES Central Purchasing administrative rules; (2) the agency has subject matter experts on staff with the specialized expertise to purchase the goods or services described herein; (3) the agency possesses the necessary legal and procurement staff to procure and monitor the contracts; and (4) the director of the Office of Management and Enterprise Services issued a certification that the purchase(s) did not conflict with consolidated statewide spend initiatives prior to contract award. |
| Name of person filing report: |       | Title: |       | Telephone: |       |
|  |  |       |
| Signature |  | Date |