



OKLAHOMA
Office of Management
& Enterprise Services

Attachments and comments for authority orders

Feb. 20, 2026

State procurement and financial professionals,

To simplify the use of authority orders (AOs), agencies are no longer required to include attachments for AO requisitions and purchase orders in PeopleSoft. Instead, agencies **must include clear, detailed justification in the comments of the requisition or PO.**

The comments must:

1. Explain the purpose of the authority order.
2. Identify the specific type of authority order.
3. Provide enough detail for OMES to understand the intended use without additional follow-up.

The recognized types of authority orders defined in the [Statewide Accounting Manual](#) are those used for:

1. Regulated utilities or services.
2. Interagency purchases.
3. Encumbrances for many low-dollar purchases to the same payee.
4. Encumbrances for multiple payees for the same purpose.
5. Bank charges.
6. P-card encumbrances.
7. Structured, court-ordered settlement agreements.
8. Payroll encumbrances.
9. Other purposes previously approved by OMES ([submit approval requests via ServiceNow](#)).

AO requisitions or purchase orders without sufficient justification in the comments may be returned to the agency for additional information. If you have any questions regarding authority orders or the required information for comments, please contact central.purchasing@omes.ok.gov.

Sincerely,

Amanda Otis

State Purchasing Director