



CPO FLAG CHECKLIST

Guidance for Celonis flags.

DIRECT PO

- State purchasing director will address Executive Order 2023-04 regarding Direct PO standards through procurement information memorandum (PIM).

SOLE SOURCE

- State purchasing director will address in a revised Sole Source PIM.
- Is there a SW contract with the same supplier, product or services offered being utilized by the agency as a sole source?

INCORRECT PO TYPE AND/OR ORIGIN

- Refer to [Purchase Order Type and Origin Quick Reference](#).

NON-IT CONTRACT RELEASE

- Must have a PeopleSoft contract tied to the requisition and PO line.
- Criteria for release with correct PO Type and Origin (refer to [Purchase Order Type and Origin Quick Reference](#)).

IT CONTRACT RELEASE

- Must have a PeopleSoft contract tied to the requisition and PO line.
- Criteria for release with correct PO Type and Origin (refer to [Purchase Order Type and Origin Quick Reference](#)).

PCARD AUTHORITY ORDER

- Refer to [Purchase Order Type and Origin Quick Reference](#).
- Confirm vendor ID is correct.

AUTHORITY ORDER

- Refer to [Purchase Order Type and Origin Quick Reference](#).
- Confirm vendor ID is correct.

IT AUTHORITY ORDER

- Refer to [Purchase Order Type and Origin Quick Reference](#).
- Confirm vendor ID is correct.

STATEWIDE CONTRACT

- Suggest opportunity for supplier, product or services to utilize an SW contract.

OVERDUE PO APPROVAL

- Best practice; monitor POs in pending status to ensure approval within 30 days.