



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: Jan. 8, 2026

TO: Agency CPOs, P-cardholders and P-card administrators

FROM: Office of Management and Enterprise Services

SUBJECT: 2026 P-card Policy and Procedures now available

CONTACT: [Angela Medley](#)

The [State of Oklahoma Policy and Procedures for Purchase Card](#) has been updated for 2026. All agency P-cardholders are encouraged to review the revised policy. P-card administrators are required to review the revised policy within 60 days and submit the [State of Oklahoma Purchase Card Policy and Procedures Acknowledgement \(Form CP143\)](#).

Notable updates:

- **Section 1.5:** Following each statewide P-card policy update, agency P-card administrators must submit the [State of Oklahoma Purchase Card Policy and Procedures Acknowledgment \(Form CP143\)](#) within 60 days.
- **Section 1.5:** Agencies must review and update their internal policies to reflect any changes made to the statewide policy and email the revised policy to the State P-card Office within 90 days of publication.
- **Section 2.4:** In the event of a staffing change to a P-card administrator role, the agency must immediately complete and submit [Form CP034](#), regardless of whether the change is temporary or permanent.
- **Section 4.2:** Form CP143 should be submitted only by agency P-card administrators to acknowledge they have reviewed the most recent policy. This form is no longer available to all users for refresher credit.
- **Section 6.2:** Agencies that bypass the approval path in Works must document in detail the transaction approval process in their internal P-card policy.

- **Section 7.9:** If group registration is required for a conference, an itemized list of attendees must be included.
- **Section 10.1:** All transactions must have the invoice and receipt attached to the respective transaction in Works.
- **Section 10.8:** Users must now submit the standard [Request for Exception to Purchase Card Procedures \(Form CP030\)](#) for GSA rate exceptions instead of Travel Form 19E.
- **Section 11:** Standard purchase documentation guidelines.
- **Section 11.4:** Instructions for transaction flags.
- **Section 12.1:** For IT-related purchases made with a P-card, agencies are required to create a separate IT AO. Change orders may be processed as necessary to amend existing encumbrances.

For questions or additional information about the 2026 policy updates, please contact State Purchase Card Administrator [Angela Medley](#).