



OKLAHOMA

Office of Management & Enterprise Services

Feb. 13, 2026

State procurement and financial professionals,

To improve transparency and expedite the OMES review and approval process, state agencies are **now required to complete the Header Comment and Approval Justification Comment fields on all requisitions and purchase orders submitted in PeopleSoft.** This step will provide OMES with the necessary context and information to accurately review requests, accelerating our turnaround time and preventing approval delays.

Please review the guidelines below for more information on creating comments in PeopleSoft.

Guidelines for creating comments

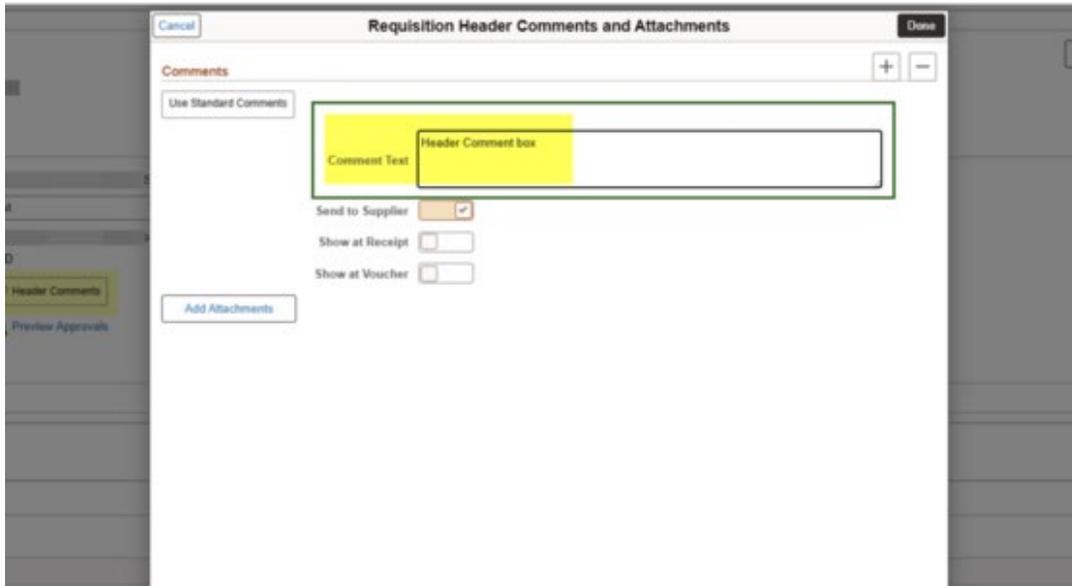
All IT and non-IT requisitions and POs that OMES will approve **must include clear and concise header and approval justification comments** that summarize:

- The purpose of the purchase or solicitation.
- Relevant supplier or contract details.
- Any support context or urgency that may impact the timeline.

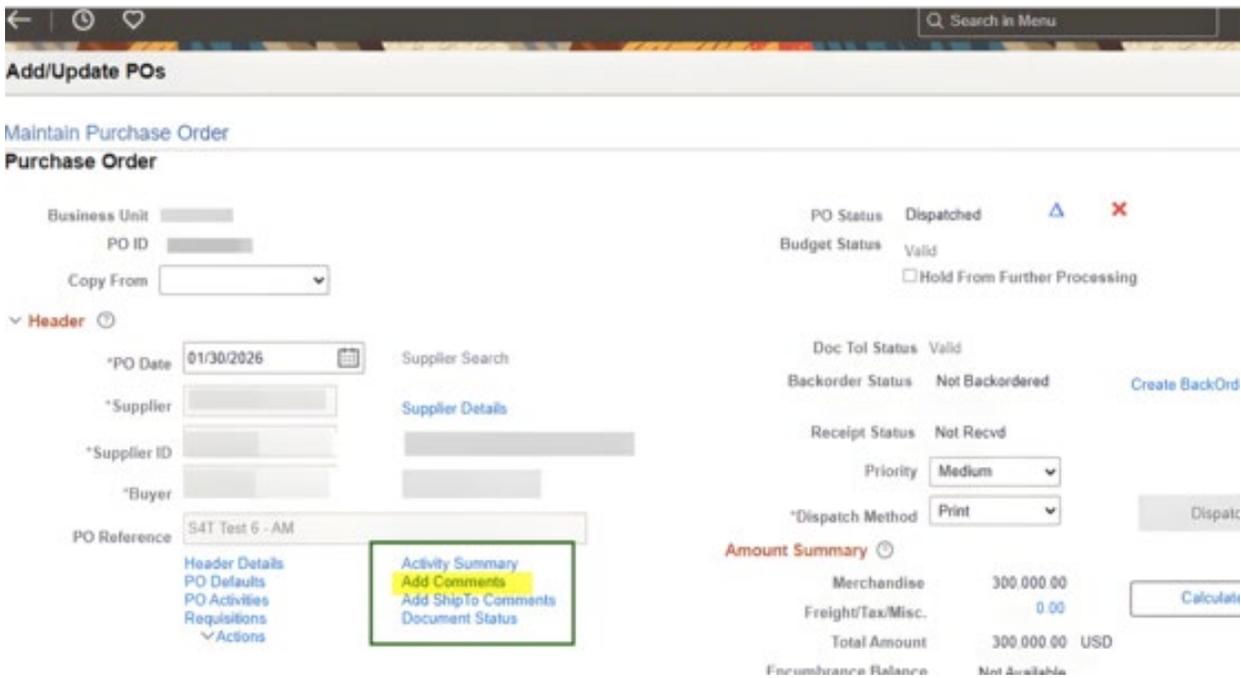
The screenshots below highlight which fields should be completed:

A screenshot of the PeopleSoft 'Edit Requisition' form. The form is titled 'Edit Requisition' and includes a search bar at the top right. Below the title, there is a 'Checkout for Requisition ID' field. The main section is 'Requisition Summary', which contains several fields: 'Business Unit', 'Requisition Name' (with the value 'test'), 'Requester', 'Currency' (with the value 'USD'), and 'Budget Check'. A 'Check Budget' button is located to the right of the 'Budget Check' field. The 'Requester' field is expanded, showing 'Header Comments' and 'Preview Approvals' options. Below the 'Requester' field, there is an 'Additional Fields' section with two highlighted fields: 'Justification Comments' and 'Justification Comments at Checkout'. At the bottom of the form, there is a 'Requisition Lines Overview' section with 'Select All' and 'Actions' options.

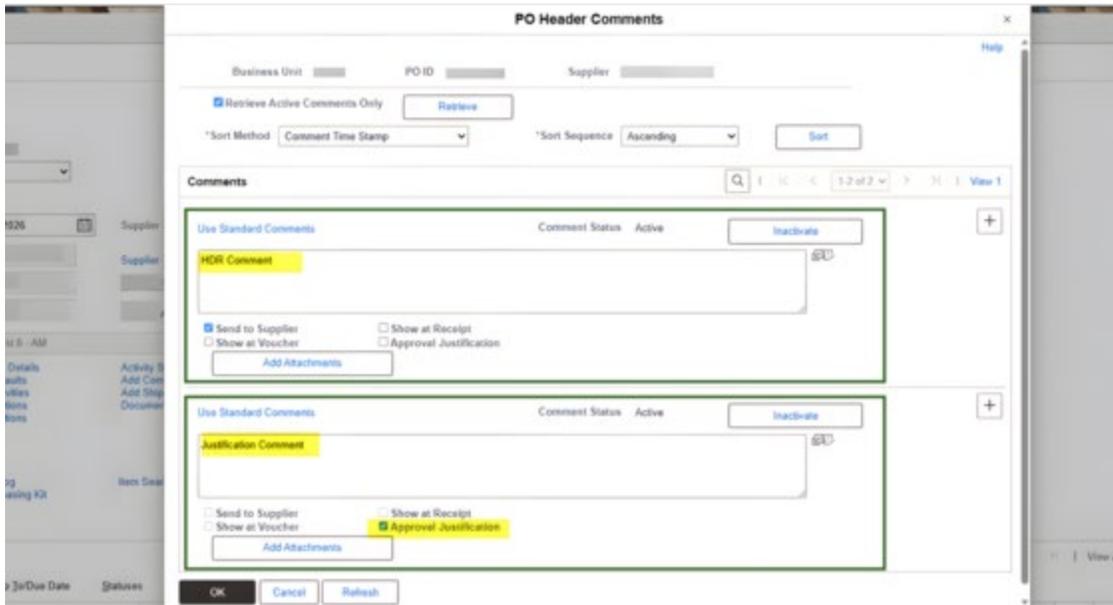
Edit Requisition page with Header Comments button and Justification Comments box highlighted.



Requisition Header Comments and Attachments page with comment box highlighted.



Add/Update POs page with Add Comments link highlighted.



PO Header Comments page with header and justification comment boxes highlighted.

Implementation timeline

This updated process is **effective immediately**. While OMES is committed to prioritizing customer service and approvals, please be aware that submissions with missing header or justification comments may be returned to the agency or denied without processing.

If you have questions about what to include in the comments or need clarification on the new process, please contact central.purchasing@omes.ok.gov.

Thank you for your partnership as we continue to improve the efficiency and consistency of statewide procurement operations.

Sincerely,

Amanda Otis

State Purchasing Director