



OKLAHOMA
Office of Management
& Enterprise Services

CPO Announcement

State of Oklahoma
Office of Management and Enterprise Services

DATE: April 29, 2026

TO: All CPOs

FROM: Office of Management and Enterprise Services

SUBJECT: Project initiation request update

CONTACT: [Courtney Templeton](#)

The updated [Project Initiation Request](#) (PIR) in ServiceNow includes a drop-down menu with three request types: IT purchase, AI review and IT project. Please review the information below to learn more about when to use each option.

IT purchase request

Select this option for **new IT purchases** from a supplier.

- **Reviews:** Submitting this request will trigger security, architecture and chief information officer (CIO) reviews.
- **Security and Authority to Operate (ATO):** Per the [Supplier Chain Security Standard](#), all suppliers that will access State of Oklahoma information or systems must undergo a security review. If a supplier is hosting, processing or storing state data, a third-party cyber management (TPCM) security review is required to obtain an ATO.
- **Legal and contracting:** If required, the request will be submitted to Ironclad for OMES legal review. OMES Information Services will provide the agency with the Ironclad workflow number for tracking purposes.
- **Completion:** After security, architecture and CIO approvals are secured (and legal, if applicable), your agency may proceed with the purchase.

AI review request

Select this option if your agency wants to explore or implement AI.

- **Early engagement:** It is never too early to inquire! We encourage you to submit this request during the brainstorming phase. The AI team is available to help identify the best tools for your agency's needs.
- **Required approval:** Per the [state AI standard](#), all purchases including AI capabilities must be approved in writing by the State CIO.
- **Completion:** Ensure you have submitted a PIR for AI review and received written approval before finalizing any AI-related purchases.

IT project request

This category is available for all other standard project requests, specifically those requiring **OMES resources or staff** to execute the project.