



## **Purchase Order Flags and How to Correct**

*Note: Flag reasons marked by an asterisk [\*] are informative and non-mandatory.*

**Direct PO** - The PO Type chosen must have an E-pro requisition referenced in Req ID. Please use the [PeopleSoft Fluid Requisition Functions and Purchase Order Processing Guide V2.1](#) and review section 3.2.1 of the [Oklahoma Purchasing Manual](#).

**Mandatory Statewide Contract/State Use** – If a vendor/category code is currently on a mandatory statewide contract to include State Use, review whether a statewide contract release can be added.

**NON-IT Contract Release** – Requires that the PO type reflect RLSE with an origin of EXC and must contain the statewide contract ID on each of the PO lines.

**IT Contract Release** – Requires that the PO type reflect ITRL with an origin of OSF and must contain the statewide contract ID on each of the PO lines.

**P-Card Authority Order** – Requires that the PO type reflect PCAO with an origin of EXC. Requires that the Vendor ID is between 0000001100 and 0000001400.

**Authority Order** – Requires that the PO type reflect AO with an origin of EXC. Requires that the Vendor ID is between 0000001100 and 0000001400.

**IT Authority Order** – Requires that the PO type reflect ITAO and origin of OSF. Requires that the Vendor ID is between 0000001100 and 0000001400.

**Incorrect PO Type and/or Origin** – Review and update PO Type and/or Origin to reflect the appropriate code per the chart listed in Appendix B of the [Oklahoma Purchasing Manual](#). Purchases on an IT contract should utilize PO type ITRL and purchases on a non-IT contract should utilize PO type RLSE.

**Sole Sources-Mandatory Statewide Contract/State Use** – If a PO line has a vendor and category code which is currently on statewide contract, review whether the purchase could have been completed on the statewide contract rather than via sole source. Please review section 6.2.4.7.4.3 of the [Oklahoma Purchasing Manual](#).

**Missing Attachment** –This is an indication the Purchase Order is missing supporting documentation attachments in PeopleSoft. Review to take appropriate action to proceed. Please review Appendix A of the [Oklahoma Purchasing Manual](#).

**\*Non-Mandatory Statewide Contract** – If a vendor/category code is currently on a non-mandatory statewide contract, review whether a statewide contract release can be added.

**\*Sole Sources - Non-Mandatory Statewide Contract** – If a PO line has a vendor and category code which is currently on statewide contract, review whether the purchase could have been completed on the statewide contract rather than via sole source. Please review section 6.2.4.7.4.3 of the [Oklahoma Purchasing Manual](#).

**\*Overdue PO Approval** – This is an indication the PO's status is pending approval for more than 30 days. Review to take appropriate the action to proceed or close the PO if applicable.