



Requisition Flags and How to Correct

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

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.

Sole Source – Mandatory Statewide Contract/State Use - The requisition line contains a category code that is currently available on statewide contract but was flagged as sole source. Review whether a statewide contract release can be added and sole source flag removed. Please review section 6.2.4.7.4.3 of the [Oklahoma Purchasing Manual](#).

Missing Justification – This is an indication the requisition is missing justification comments in PeopleSoft. Review to take appropriate action to proceed. Please review Appendix A of the [Oklahoma Purchasing Manual](#).

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

***Missing Approver** - This is an indication the requisition is missing approval workflow. There are two options to resolve the issue. The first option is to add a penny to the requisition line in order to restart the workflow process, and the second option is to cancel the requisition and create a new one.

***Non-Mandatory Statewide Contract** - The requisition line contains a category code that is currently available on a non-mandatory statewide contract. Review whether a statewide contract release can be added.

***Sole Source** – Non-Mandatory Statewide Contract/State Use - The requisition line contains a category code that is currently available on statewide contract but was flagged as sole source. Review whether a statewide contract release can be added and sole source flag removed. Please review section 6.2.4.7.4.3 of the [Oklahoma Purchasing Manual](#).