

# ACQUISITION OF FOOD ITEMS NOT SPECIFICALLY AUTHORIZED BY STATUTE

This form is for Food Purchases that are NOT statutorily authorized.

- Complete information and submit to facility/unit/division head for approval.
- Upon approval by facility/unit/division head, forward to Contracts and Acquisitions for review.
- Upon review that the basic criteria are met, this request will be forwarded to the chief of operations for review before submission to the director for final approval.
- **Director's approval or designee must be obtained prior to making the acquisition.**

**Incomplete forms will be returned to the requestor.**

Requestor's Name:	Contact Information (return email/fax number):	Reviewed By Director of General Services:
Date of Event:	Location of Event:	Estimated Number of and types of Attendees:
Estimated total amount of expenditure:	Funding to be used (i.e. 9xxx/20500):	Completion of OMES Form(s) 109: Required: <input type="checkbox"/> Yes <input type="checkbox"/> No Attached: <input type="checkbox"/> Yes <input type="checkbox"/> No
Company providing food (please list all Statewide Contracts to be used):		
Specific description and purpose of the event:		
<u>Specific and clear description</u> of how the expenditure serves a lawful public purpose that affects the inhabitants of the state of Oklahoma as a whole rather than as individuals:		
Specific description of food items (quantities) being purchased and from which vendor(s) (to include if the items will be bought off of SW contract):		

Approvals below certify that the food purchases are necessary and serve a public purpose that affects the inhabitants of the state of Oklahoma as a whole, rather than as individuals, and that appropriate funds will be used in this acquisition.

<b>REQUESTER</b>	SIGNATURE	DATE
<b>FACILITY/UNIT/DIVISION HEAD APPROVAL</b>	SIGNATURE	DATE
<b>CHIEF OF OPERATIONS APPROVAL</b>	SIGNATURE	DATE
<b>DIRECTOR APPROVAL</b>	SIGNATURE	DATE