

OPEN MARKET \$5,000.00 AND BELOW CHECKLIST
DOES NOT INCLUDE TITLE 61, CONSTRUCTION AND PROPERTIES

1. _____ A copy of the P/S unauthorized purchase order with your (and any other required signatures necessary to approve your purchase) to the supplier you are requesting the purchase from, if it is not IT or telecommunications related. **If it is IT or telecommunications**, you will need to do an ePro requisition and attach all appropriate documentation to that ePro requisition.

2. _____ Necessary certificate(s) of supplier's insurance. Worker's Compensation Insurance, Certificate of Non-Coverage with the Oklahoma Workers Compensation Commission or letter of exemption is required for every purchase request, whether supplier is coming on DOC property or not. Exemptions to the Administrative Workers' Compensation Act can be found at 85A O.S. § 2(18)(b)(1-11). This includes out-of-state suppliers.

If the supplier is providing a service on DOC property, they are required to have General Liability, Automotive and Workers Compensation Insurance (or a certificate of Non-Coverage of Workers Compensation from the Oklahoma Workers Compensation Commission). If they do not have all of these, they cannot be issued the purchase request.

<https://ok.gov/wcc/>

3. _____ Vendor monitoring plan, if supplier is completing a service on DOC property. If not, type "N/A". Link to document on the DOC Helpful Documents and Links website.

[https://www.ok.gov/doc/Organization/Administration/General_Services/Contracts & Acquisitions/Helpful DOC Internal Documents & Links.html](https://www.ok.gov/doc/Organization/Administration/General_Services/Contracts_&_Acquisitions/Helpful_DOC_Internal_Documents_&_Links.html)

DOC Employee Name

Title

Signature

Date