

OPEN MARKET SOLE SOURCE CHECKLIST
DOES NOT INCLUDE TITLE 61, CONSTRUCTION AND PROPERTIES

1a. _____ Below \$50,000.00. 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.

1b. _____ Above \$50,000.00. ePro requisition and attach all appropriate documentation to that ePro requisition.

2. _____ Sole Source form filled out and signed by someone at the requesting level for this purchase. OMES-FORM-CP-002.

https://www.ok.gov/DCS/Central_Purchasing/index.html

3. _____ Sole Source/Sole Brand Acquisition Form filled out, signed by supplier, along with all necessary documentation required by that form. OMES-FORM-CP-024.

DOC Employee Name

Title

Signature

Date