



State of Oklahoma
Office of Management and Enterprise Services

PROCUREMENT INFORMATION MEMORANDUM 2002-01

TO: All Certified Procurement Officers

REVISION DATE: January 1, 2015

SUBJECT: Purchasing Charge Cards

Purchasing charge card terms and conditions may contain language at times that is conflicting with state statutes and/or is not in the best interest of the state. Examples include payment periods, late payment interest rates, and the venue in which any legal action would take place. Consequently, the following contracts may be used for state charge purchases and are to be used as the preferred methods for charge transactions:

- a. The State purchase card, SW200.
- b. The automated fleet management system card, SW101.
- c. The Statewide Travel Contract, SW210, allows state agencies to purchase airfare for any amount when purchased through the authorized travel entity listed in the Statewide Contract.
- d. Agreements previously approved by the State Purchasing Director.

Please refer to the Office of Management and Enterprise Services, Central Purchasing Division website (http://www.ok.gov/DCS/Central_Purchasing/index.html) for the current contract and provider of service for each of the above listed contracts.

State agencies shall immediately terminate all charge accounts and charge card agreements other than those listed above unless otherwise provided by law. Agencies shall destroy all cards associated with these terminated agreements.

New accounts, other than those listed above, shall not be established without the written approval of the State Purchasing Director. Requests for new accounts shall be directed to the State Purchasing Director and shall be signed by the state agency Chief Administrative Officer. The request shall include the rationale as to why one or more of the above listed preferred charge methods will not meet state agency needs. A copy of any associated terms and conditions shall be included with the request.

Point of contact for this memorandum is Keith Gentry, CPO, Contracts Manager

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A handwritten signature in blue ink, appearing to read "Scott Schlotthauer". The signature is stylized and cursive.

Scott Schlotthauer

State Purchasing Director