



UNIVERSITY OF
Central Oklahoma

Dear State of Oklahoma:

Our department, _____, entered into a purchase agreement for _____ without first encumbering funds with a requisition because:

_____.

We understand the University's purchasing policies which are based on RUSO Policy, Oklahoma State Statute and the Office of State Finance Policy and will adhere to these in the future to uphold good stewardship of funding.

UCO Individual in Department Responsible for Purchase

Printed Name

Signature

UCO Financial Manager of Department

Printed Name

Signature