

**OKLAHOMA CONSERVATION COMMISSION
REQUEST FOR ACQUISITION**

Date Submitted:		Date Needed (if applicable):
Division:		
Person Requesting:		
Description / Reason:		
Price Estimate:	Quantity:	Account Code:
Funding Class:		Department:
CFDA No.:	Task No.:	

Purchase is authorized and adequate funds are available:

Division Authorized Signature _____
Date

Purchase is authorized (if required):

Agency Authorized Signature _____
Date

If purchase is \$25,000 or more, attach advance written notification. Purchase is authorized (if required):

Cabinet Secretary Signature _____
Date

<input type="checkbox"/> Credit Card # _____ <input type="checkbox"/> Purchase Order	
Date Ordered:	By:
Date Received:	By:
Ordered From:	
Contact:	Confirmation/Order No.:
Amount:	