

# Designating Purchases Directly Related to COVID-19 in OK Corral

1. In the "General" section, click edit.

General Shipping Billing Accounting Codes Internal Notes and Attachments PO Clauses Final Review

Submit Requisition  
Assign Cart

Go to Express Checkout Return to shopping cart Continue Shopping

**Almost ready to go! The list below needs to be addressed before the request can be submitted.**

- Required field: Campus Code

Requisition PR Approvals PO Preview Comments Attachments History

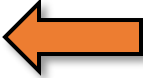
Summary Shipping Billing Accounting Codes Internal Notes and Attachments Supplier Info

Hide value descriptions

**General** ?

These values apply to all lines unless specified by line item

Cart Name	2019-11-22 wesselm 01	edit
Description	no value	
Requester	Matthew Wessel	
Priority	Normal	
Shopper	Matthew Wessel	
Employee Family Owned Business	x	
Non Tax-Exempt	x	
Purchasing Contact	no value	
Original Bid or Contract #	no value	
Bid Code	no value	
Campus Code	no value Required field	
Board Approval	no value	
Contract For Signature Attached	x	
Selling Goods or Services?	x	
Cost Match Invoices Only?	x	
PO Distribution Bypass	x	



2. Click "Select from all values..." in the "Bid Code" section.

The image shows a software window titled "General" with a standard Windows-style title bar containing a question mark and a close button (X). The window contains a form with the following fields and controls:

- Cart Name:** Text input field containing "2019-11-22 wesselm 01".
- Description:** Empty text input field.
- Requester:** Text input field containing "Matthew Wessel".
- Priority:** Dropdown menu showing "Normal" with a downward arrow.
- Shopper:** Text input field containing "Matthew Wessel" and a blue link "Select a different user..." below it.
- Employee Family Owned Business:** Unchecked checkbox.
- Non Tax-Exempt:** Unchecked checkbox.
- Purchasing Contact:** Empty text input field.
- Original Bid or Contract #:** Empty text input field.
- Bid Code:** Empty text input field with a blue link "Select from all values..." below it. An orange arrow points to this link.
- Campus Code:** Text input field containing "1" and a blue link "Select from all values..." below it.
- Board Approval:** Empty text input field.
- Contract For Signature Attached:** Unchecked checkbox.
- Selling Goods or Services?:** Unchecked checkbox.
- Cost Match Invoices Only?:** Unchecked checkbox.
- PO Distribution Bypass:** Unchecked checkbox.

At the bottom of the window are two buttons: "Save" (highlighted in blue) and "Cancel".

3. Select "CV 19" from the drop-down menu.

The image shows a software window titled "General" with a list of fields and their values. A dropdown menu is open for the "Campus Code" field, displaying a list of bid codes. An orange arrow points to the "CV 19 - Purchase directly related t..." option at the bottom of the list.

Field	Value
Cart Name	2019-11-22 wesselm 01
Description	
Requester	Matthew Wessel
Priority	Normal
Shopper	Matthew Wessel <a href="#">Select a different user...</a>
Employee Family Owned Business	<input type="checkbox"/>
Non Tax-Exempt	<input type="checkbox"/>
Purchasing Contact	
Original Bid or Contract #	
Bid Code	
Campus Code	BC 1 - Competitive Bids Secured BC 1A - Quoted Purchase BC 2 - State Contract Purchase BC 3 - Sole Source Purchase BC 4 - Purchases of \$5K or Less BC 4A - Items on which bids are not... BC 4B - Textbooks BC 4C - Professional Services BC 4D - Purchase of Livestock, Poul... BC 4E - Payment to Campus Accounts BC 4F - Exempt by special board app... BC 4G - State, City or Other Govern... BC 4H - Exempt by Board Policies BC 4V - Purchasing Policy Violation BC 6 - Multiple Invoices CV 19 - Purchase directly related t...

Product Description

Item	Description
1	COVID-19 Purchase <a href="#">more</a>

General (same as header)

4. Once you have selected "CV 19", click "Save".

The image shows a software window titled "General" with a standard Windows-style title bar containing a question mark and a close button (X). The window contains a form with the following fields and values:

Cart Name	2019-11-22 wesselm 01
Description	
Requester	Matthew Wessel
Priority	Normal ▾
Shopper	Matthew Wessel <a href="#">Select a different user...</a>
Employee Family Owned Business	<input type="checkbox"/>
Non Tax-Exempt	<input type="checkbox"/>
Purchasing Contact	
Original Bid or Contract #	
Bid Code	CV 19 <a href="#">Select from all values...</a>
Campus Code	1 <a href="#">Select from all values...</a>
Board Approval	
Contract For Signature Attached	<input type="checkbox"/>
Selling Goods or Services?	<input type="checkbox"/>
Cost Match Invoices Only?	<input type="checkbox"/>
PO Distribution Bypass	<input type="checkbox"/>

At the bottom center of the form is a blue "Save" button. A large orange arrow points directly to this button from the right side of the window.

Below the "Save" button, the text "Subject to Bid" is partially visible, followed by a link "more info".

5. You have successfully designated your purchase as a “purchase directly related to COVID-19”.

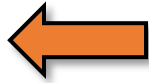
**Requisition** | PR Approvals | PO Preview | Comments | Attachments | History

Summary | Shipping | Billing | Accounting Codes | Internal Notes and Attachments | Supplier Info

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**General** ?

These values apply to all lines unless specified by line item

Cart Name	2019-11-22 wesselm 01	<input type="button" value="edit"/>
Description	<i>no value</i>	
Requester	Matthew Wessel	
Priority	Normal	
Shopper	Matthew Wessel	
Employee Family Owned Business	<b>x</b>	
Non Tax-Exempt	<b>x</b>	
Purchasing Contact	<i>no value</i>	
Original Bid or Contract #	<i>no value</i>	
Bid Code	CV 19 Purchase directly related to COVID-19	
Campus Code	1 General University	
Board Approval	<i>no value</i>	
Contract For Signature Attached	<b>x</b>	
Selling Goods or Services?	<b>x</b>	
Cost Match Invoices Only?	<b>x</b>	
PO Distribution Bypass	<b>x</b>	

## For Pcard Purchases

### Designating Purchases Directly Related to COVID-19

For the Pcard cycle beginning 03/21/2020, when signing off on a Pcard purchase in Works, the cardholder must include the phrase COVID 19 in the description field. As normal, the cardholder still needs to include a brief description of what was purchased and its business purpose. Pcard approvers and accountants should also ensure COVID 19 is noted when necessary.

**Bank of America Merrill Lynch Works** | Carla James | Log out

Home **Expenses** Accounts Reports Accounting Administration

Expenses > Transactions > Transaction Detail Oklahoma State University

**TXN01072:** Source Amount: 65.91 USD Actions

Purchase Amount: 65.91 Allocation Variance: 0.00  
Post Date: 12/17/2019 Comp | Val | Auth: ✓ | ✓ | ✓  
Vendor Name: WAL-MART #4241 Sign Off History: [AH APR ACT](#)  
MCC: 5411 (GROCERY STORES, SUPERMARKETS)

Transaction **Allocation & Detail** Dispute Receipts

Allocation Purchase Amount: 65.91 Tax Amount: 0.00 Allocation Total: 65.91 | 100% Variance: 0.00

Comp Val Auth	Amount	Sales Tax	Description	GL01: Transaction Code	GL02: Expense Code	GL03: PO Header	GL04: Purchase Ord
✓   ✓   ✓	65.91	0.00	COVID 19 Battery for security camera	2 153###	703020	PO#:	

1 item

Reference & Tax

Reference	Tax Status	Goods & Services	Tax Total	Use Tax	Shipping ZIP
	Sales Tax Included	65.91	0.00	0.00	74078

Transaction Detail - 5411 (GROCERY STORES, SUPERMARKETS)

Purchase Summary