



The OSU and A&M Systems Purchasing Department

OPEN RECORDS PROCESS

All requests for records from suppliers that did not participate in the solicitation or requests from participating suppliers for any information other than a bid tab is to be directed to the OSU Communications office as an open records request. You can contact the OSU Communications office general email address at osu.communication@okstate.edu and they can provide you with the Open Records request form that you need to fill out submit back directly to the OSU Communications office for processing.

To expedite your request when you submit your open records request it is advisable that you provide the OSU and A&M Systems Solicitation Numbers as well as the description. This ensures that you receive the information you requested as soon as possible.

All public postings are available at the Oklahoma State University Purchasing Website at: <https://purchasing.okstate.edu> and under the **Bid Opportunities** link. For solicitations posted the electronic bidding system you can obtain public postings by logging into your account at <https://bids.okstate.edu>.