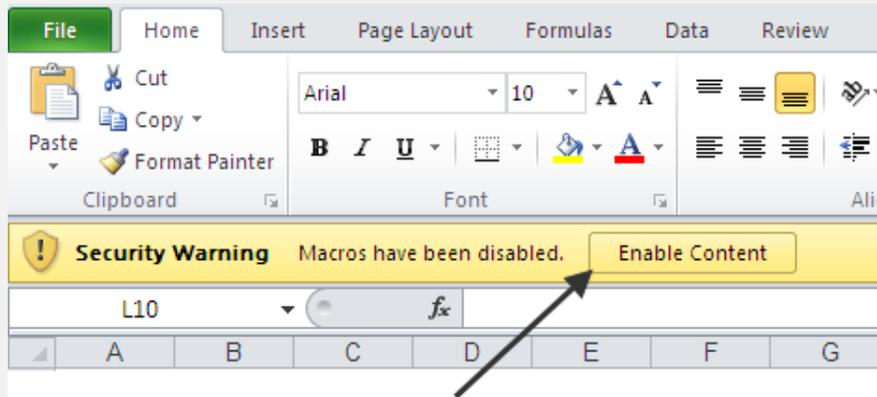


# USAGE REPORT INS

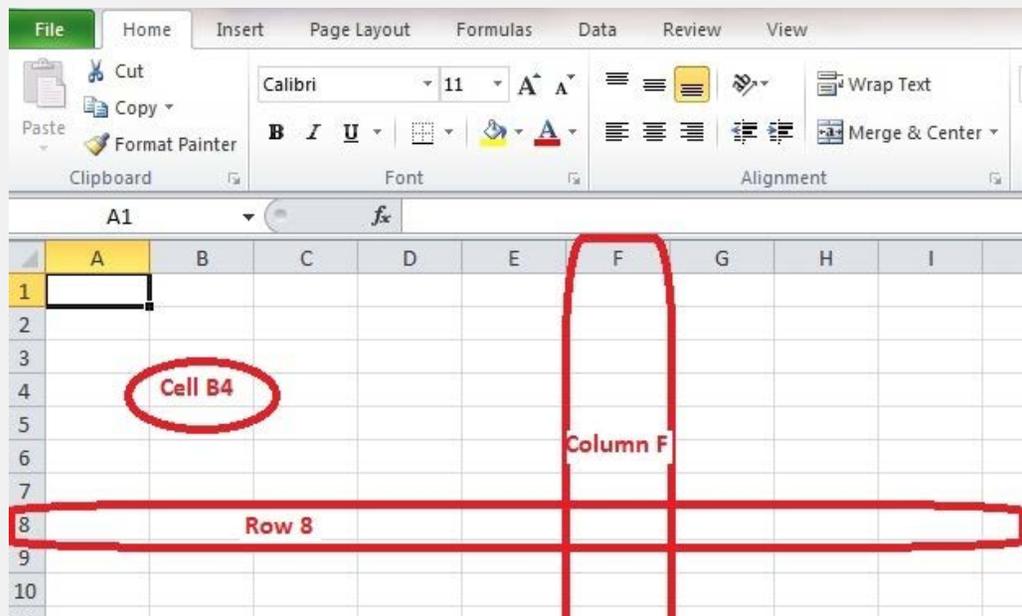
The following instructions explain how to complete the Quarterly Contract Usage Report for the State of Oklahoma. If you need a copy of the report template, please contact Strategic.Sourcing@omes.ok.gov

## Notes:

- 1.) In order for the built-in functions of this spreadsheet to work properly, **macros must be enabled**. To

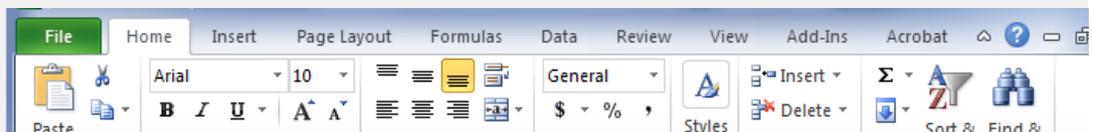


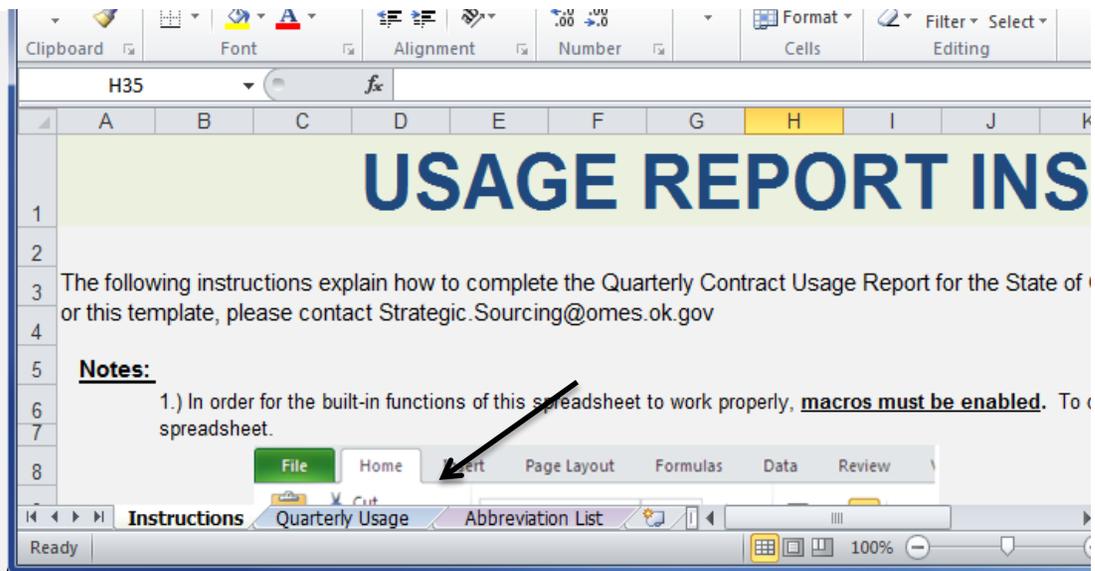
- 2.) Columns A, O, P, and Q are locked. You may not edit the calculated fields under any circumstances.



## Completing the Quarterly Usage Report

- 1.) Select the Quarterly Usage worksheet





2.) Enter contract information as described below.



**A**

**CONTRACT # (SW):**

The Statewide (SW) Contract number references the State of Oklahoma naming convention which you are reporting, please reference your signed contract, the contract award notification

**B**

**SUPPLIER NAME:**

The Supplier name should match the name listed on the Contract Award Documents. If you this as *Company ABC dba Company XYZ*. If your company has been acquired within the last contract documents to reflect new ownership.

**C**

<b>REPORTING PERIOD:</b> <i>higher education institutions</i>	<input type="radio"/>	Jul 1 - Sept 30
	<input type="radio"/>	Oct 1 - Dec 31
	<input type="radio"/>	Jan 1 - Mar 31
	<input type="radio"/>	Apr 1 - Jun 30

The reporting period re quarter is being submit

3.) Field Descriptions

Purchase Order #/ P-Card (Required)	Order Date	Purchasing Entity (Required)	Shipping Location	Manufacturer	Manufacturer Item #
---	------------	---------------------------------	-------------------	--------------	---------------------

**A B C D E F**

- A. Enter the Ordering Entity's Purchase Order number. If it is a P-card purchase, please en
- B. Enter the date the order was placed.
- C. Enter the Purchasing Entity's name, abbreviation, or number here. To identify State Agen bottom of the workbook.
- D. Enter the city in which products or services were received, or the specific office/subdivisio
- E. Enter the Product's Manufacturer. If it is a service, indicate the the type of service (Trans
- F. Enter the Manufacturer Item Number, if applicable.
- G. The Product Description should concisely explain what has been received by the end use
- H. General Product Category, if applicable.
- I. Enter the Supplier Item Number, if applicable.
- J. The UNSPSC Codes can be found at the website listed below by entering a keyword into [www.unspsc.org/search-code](http://www.unspsc.org/search-code)
- K. Enter the MSRP or List Price.
- L. Enter the price received by the Purchasing Entity.
- M. Enter the Quantity purchased.

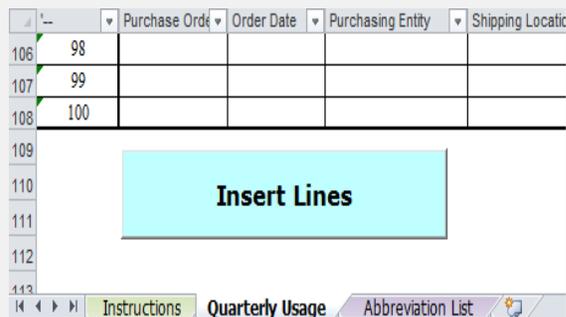
**Remaining fields will automatically calculate based on the values entered.**

### Inserting Lines

1. Select a cell between Columns B and N, and on Lines 1-25.

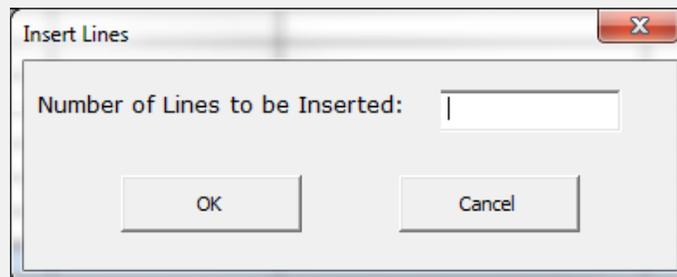
Note: Do NOT select a cell in the Example line

2. Click the "Insert Lines" button at the bottom of the spreadsheet



3. Enter the number of lines you would like to add in the pop-up window

Note: the number MUST be an integer - no letters, decimals, or fractions



4. Select OK

Lines will be inserted below the current selection; formulas and calculations will automatical

These steps can be completed multiple times until the desired number of rows is available.



# INSTRUCTIONS

for Oklahoma. If you have questions regarding reporting, administrative fees, or this

to do this, please click "**Enable Content**" in the yellow ribbon at the top of the spreadsheet.

3.



**G**

**H**

**I**

**J**

**K**

**L**

**M**

ter "Pcard" in the cell. **Do not** enter the credit card number.

ncies or Higher Education institutions, please reference the 'Abbreviation List' tab at the

on title (i.e. DOC Mable Basset).

lation, Consulting, Programming, etc.).

er.

the "Search Title" field.

lly update.

**Deleting rows is not permitted**, but blank rows are acceptable.





# State of Oklahoma - OMES Central Purchasing

<b>CONTRACT # (SW):</b>	<b>SUPPLIER NAME:</b>	<b>REPORTING PERIOD:</b>	( )	Jul 1 - Sept 30
<b>Instructions:</b> In the spreadsheet below, please provide a detailed usage report for purchases made by all State of Oklahoma agencies, counties, school districts, municipalities, higher education institutions and all other authorized users.			( )	Oct 1 - Dec 31
			( )	Jan 1 - Mar 31
			( )	Apr 1 - Jun 30
			( )	

**Submit Contract Usage Reports, in Excel format, by email to: [Strategic.Sourcing@omes.ok.gov](mailto:Strategic.Sourcing@omes.ok.gov)**

*Mail Administrative Fee Checks to: Office of Management & Enterprise Services | 5005 N. Lincoln Blvd, Suite 200 | Oklahoma City, OK 73105*

*Do not submit paper copies of the Contract Usage Report with the administrative fee check.*

Admin Fee = 1.00%

--	Purchase Order #/ P-Card (Required)	Order Date	Purchasing Entity (Required)	Shipping Location	Manufacturer	Manufacturer Item #	Product Description (Required)	Product Category	Supplier Item #	UNSPSC Code	MSRP	Unit Price (Required)	Quantity (Required)	Total Spend (Calculated)	Savings (Calculated)	Admin Fee (Calculated)
Ex.	12345678910	1/1/2015	CTE	OKC	ABC123	123456789	TAPE,MENDING,3/4x1296	Tape	12345678	31201509	\$ 3.34	\$ 2.00	100.00	\$ 200.00	\$ 134.00	\$ 2.00
1														\$ -	\$ -	\$ -
2														\$ -	\$ -	\$ -
3														\$ -	\$ -	\$ -
4														\$ -	\$ -	\$ -
5														\$ -	\$ -	\$ -
6														\$ -	\$ -	\$ -
7														\$ -	\$ -	\$ -
8														\$ -	\$ -	\$ -
9														\$ -	\$ -	\$ -
10														\$ -	\$ -	\$ -
11														\$ -	\$ -	\$ -
12														\$ -	\$ -	\$ -
13														\$ -	\$ -	\$ -
14														\$ -	\$ -	\$ -
15														\$ -	\$ -	\$ -
16														\$ -	\$ -	\$ -
17														\$ -	\$ -	\$ -
18														\$ -	\$ -	\$ -
19														\$ -	\$ -	\$ -
20														\$ -	\$ -	\$ -
21														\$ -	\$ -	\$ -
22														\$ -	\$ -	\$ -
23														\$ -	\$ -	\$ -
24														\$ -	\$ -	\$ -
25														\$ -	\$ -	\$ -
													<b>TOTALS</b>	\$ -	\$ -	\$ -
Insert Lines																

## PURCHASING ENTITY ABBREVIATION LIST

<b>State Agency Name</b>
ABLE Tech, Oklahoma
Abstractors Board, Oklahoma
Accountancy Board, Oklahoma
Accrediting Agency, State
Aeronautics Commission, Oklahoma
Agriculture, Food and Forestry, Oklahoma Department of
Alcohol and Drug Counselors, Oklahoma State Board of Licensed
Alcoholic Beverage Laws Enforcement (ABLE) Commission
Anatomical Board, State
Architects, Landscape Architects and Interior Designers, Oklahoma Board of the Licensed
Arts Council, Oklahoma
Attorney General, Office of the
Auditor and Inspector, State
Banking Department, Oklahoma State
Banking Department, Oklahoma State - Credit Union Board, Oklahoma State
Boll Weevil Eradication Organization, Oklahoma
Bond Advisor, Oklahoma State
Bond Advisor, Oklahoma State - Long-Range Capital Planning Commission
Bond Oversight, Council of
Building Bonds Commission
Bureau of Investigation, Oklahoma State of
Capital Investment Board, Oklahoma
Capitol Improvement Authority, Oklahoma
Capitol-Medical Center Improvement and Zoning Commission
Career and Technology Education, Department of
Center for Advancement of Science & Technology
Children and Youth, Oklahoma Commission on
Chiropractic Examiners, State Board of
Climatological Survey, Oklahoma
Commerce, Department of
Conservation Commission, Oklahoma
Construction Industries Board
Consumer Credit, Department of
Corporation Commission, Oklahoma
Corrections, Department of
Cosmetology Board, Oklahoma
Council on Law Enforcement Education & Training - CLEET
Council on Law Enforcement Education & Training - CLEET - Polygraph Examiners Board
Criminal Appeals, Court of
Dentistry, Board of
Development Finance Authority, Oklahoma
Developmental Disabilities Council, Oklahoma
Disability Concerns, Office of
District Attorneys Council
District Courts
Education Oversight Board/Office of Accountability
Education, State Department of

Educational Television Authority, Oklahoma
Election Board, Oklahoma State
Emergency Management, Oklahoma Department of
Employees Benefits Council
Employment Security Commission, Oklahoma
Energy Resources Board, Oklahoma
Environmental Quality, Department of
Ethics Commission
Faith-Based and Community Initiatives, Office of
Film and Music Commission, Office of the Oklahoma
Fire Marshal, State
Firefighter Training, Council on
Firefighters Pension and Retirement System
Foresters, State Board of Registration for
Funeral Board, Oklahoma
Geological Survey, Oklahoma
Governor, Office of the
Grand River Dam Authority
Health Care Authority, Oklahoma
Health, Department of
Historical Society, Oklahoma
Homeland Security, Office of
Horse Racing Commission, Oklahoma
House of Representatives, Oklahoma
Housing Finance Agency, Oklahoma
Human Capital Management
Human Rights Commission, Oklahoma
Human Services, Department of
Indigent Defense System, Oklahoma
Industrial Finance Authority, Oklahoma
Insurance Department, Oklahoma State
Insurance Department, Oklahoma State - Real Estate Appraiser Board
Interstate Oil Compact Commission
J.D. McCarty Center
J.M. Davis Memorial Commission
Judicial Complaints, Council on
Juvenile Affairs, Office of
Labor, Department of
Land Office, Commissioners of the
Law Enforcement Retirement System, Oklahoma
Legislative Service Bureau
Libraries, Department of
Libraries, Department of - Archives and Records Commission
Lieutenant Governor, Office of the
Liquefied Petroleum Gas Board
Long Term Care Administrators, Oklahoma State Board of Examiners for
Lottery Commission, Oklahoma
LP Gas Research, Marketing and Safety Commission
Management and Enterprise Services, Office of
Management and Enterprise Services, Office of - Division of Capital Assets Management
Management and Enterprise Services, Office of - Public Employees Relations Board
Medical Licensure and Supervision, Board of
Medicolegal Investigations, Board of/Office of the Chief Medical Examiner
Mental Health and Substance Abuse Services, Department of
Merit Protection Commission, Oklahoma

Military Department, Oklahoma
Mines, Department of
Motor Vehicle Commission, Oklahoma
Multiple Injury Trust Fund
Municipal Power Authority, Oklahoma
Music Hall of Fame, Oklahoma
Narcotics and Dangerous Drugs Control, Bureau of
Native American Cultural and Education Authority of Oklahoma
Nursing, Oklahoma Board of
Optometry, Board of Examiners in
Osteopathic Examiners, State Board of
Pardon and Parole Board
Peanut Commission, Oklahoma
Pension Commission, Oklahoma State
Perfusionists, Board of Examiners of
Pharmacy Board, Oklahoma State
Physical Fitness and Sports, Governors Council on
Physician Manpower Training Commission
Podiatric Medical Examiners, State Board of
Police Pension and Retirement System
Private Vocational Schools, Board of
Professional Engineers & Land Surveyors, State Board of Licensure for
Psychologists Examiners, Oklahoma State Board of
Public Employees Retirement System, Oklahoma
Public Safety, Department of
Quartz Mountain Arts and Conference Center and Nature Park
Real Estate Commission, Oklahoma
Regents for Higher Education, Oklahoma State
Regional University System of Oklahoma
Rehabilitation Services, Department of
Scenic Rivers Commission
School of Science & Mathematics, Oklahoma
Secretary of State
Securities Commission, Oklahoma
Senate, Oklahoma State
Sheep and Wool Commission, Oklahoma
Social Workers, Registration Board for Licensed
Sorghum Commission, Oklahoma
Space Industry Development Authority, Oklahoma
Speech-Language Pathology and Audiology Board
State & Education Employees Group Insurance Board
Status of Women, Commission on the
Student Loan Authority, Oklahoma
Supreme Court
Tax Commission, Oklahoma
Teacher Preparation, Oklahoma Commission for
Teachers Retirement System
Tests for Alcohol and Drug Influence, Board of
Tobacco Settlement Endowment Trust
Tourism & Recreation Department, Oklahoma
Transportation, Department of
Transportation, Department of, - Highway Construction Materials Technician Certification Board
Treasurer, Oklahoma State
Turnpike Authority, Oklahoma
Uniform Building Code Commission

University Hospitals Authority and Trust
Used Motor Vehicle and Parts Commission
Veterans Affairs, Oklahoma Department of
Veterinary Medical Examiners, Board of
Water Resources Board, Oklahoma
Wheat Commission, Oklahoma
Wildlife Conservation, Oklahoma Department of
Will Rogers Memorial Commission
Workers' Compensation Commission, Oklahoma
Workers Compensation Court, Oklahoma















<b>State Agency Abbreviation</b>	<b>State Agency Number</b>
ATECH	1337
OABSB	22
OAB	20
SAA	
OAC	60
AGR	40
OSBLADC	448
ABLE	30
SAB	44
AID	45
ARTS	55
AG	49
SAI	300
OSBD	65
OSBD	65a
OBWEO	39
OSBA	582
OSBA	582a
CBO	
BBC	91
OSBI	308
OCIB	915
OCIA	105
ZONING	
CTE	800
OCAST	628
OKKIDS	127
SBCE	145
OCS	
ODCOMM	160
CC	645
CIB	170
OKDOCC	635
OCC	185
DOC	131
COSMO	190
CLEET	415
CLEET	415a
OKCCA	199
OBD	215
OFA	900
ODDC	
ODC	326
DAC	220
DC	219
EOBOA	
SDE	265

OETA	266
OSEB	270
OEM	309
EBC	815
OESC	290
OERB	359
DEQ	292
ETHICS	296
OFBCI	
FMC	
FIRE	310
FIRE	310a
FPRS	315
SBRF	615
OFB	285
OGS	325
GOV	305
GRDA	980
OHCA	807
OSDH	340
OHS	350
OKOHS	
OHRC	353
OHR	422
OHFA	922
HCM	548
HRC	355
DHS	830
OID	47
OIFA	370
OID	385
OID	385a
IOCC	307
JDMC	670
JMDMC	204
CJC	678
OJA	400
ODOL	405
CLO	410
OLERS	416
LSB	423
ODL	430
ODL	430a
LTGOV	440
LPGB	445
OSBELTCA	509
OLC	432
OKLPGAS	444
OMES	90
OMES	90
OMES	90
OSBMLS	450
OCME	342
ODMHSAS	452
MPC	298

OMD	25
MD	125
OMVC	475
MITF	391
OMPA	981
OMHOF	
OBNDD	477
NACEA	361
OBN	510
BOEO	520
OSBOE	525
PPB	306
OPC	535
OSPC	
OSBMLS	343
OSBP	560
OGCPFS	
PMTC	619
SBPME	140
OPPRS	557
BPVS	563
PELS	570
OSBEP	575
OPERS	515
DPS	585
QMACC	620
OREC	588
OSRHE	605
RUSO	610
DRS	805
OSRC	568
OSSM	629
SOS	625
SEC	630
OSS	421
OSWC	631
OSBLSW	622
OSC	38
OSIDA	346
OBESPA	632
SIB	516
CSW	
OSLA	618
OSCN	677
OTC	695
OCTP	269
TRS	715
BOTADI	772
TSET	92
OTRD	566
ODOT	345
ODOT	345a
OST	740
OTA	978
UBCC	753

UHAT	825
UMVPC	755
ODVA	650
OBVME	790
OWRB	835
OWC	875
ODWC	320
WRMC	880
OWCCOMM	865
OWCCOURT	369















<b>Public Higher Education Institution Name</b>	<b>Public Higher Education Institution Abbreviation</b>	<b>Higher Education Agency Number</b>
Cameron University	CU	100
Carl Albert State College	CASC	108
Connors State College	CSC	165
East Central University	ECU	230
Eastern Oklahoma State College	EOSC	240
Langston University	LU	420
Murray State College	MSCOK	470
Northeastern Oklahoma A & M College	NEO	480
Northeastern State University	NSUOK	485
Northern Oklahoma College	NOC	490
Northwestern Oklahoma St. University	NWOSU	505
Oklahoma City Community College	OCCC	633
Oklahoma Panhandle State University	OPSU	530
Oklahoma State University	OSU	10
Oklahoma State University - AgrAbility	OSU	12a
Oklahoma State University - Experiment Station	OSU	11
Oklahoma State University - Extension Division	OSU	12
Oklahoma State University - Osteopathic Medicine, College of	OSU	773
Oklahoma State University - Technical Branch, Oklahoma City	OSU	15
Oklahoma State University - Technical Branch, Okmulgee	OSU	13
Oklahoma State University - Tulsa	OSU	16
Oklahoma State University - Veterinary Medicine, College of	OSU	14
Redlands Community College	RCC	241
Rogers State University	RSU	461
Rose State College	RSC	531
Seminole State College	SSC	623
Southeastern Oklahoma St. University	SEOSU	660
Southwestern Oklahoma State University	SWOSU	665
Tulsa Community College	TCC	750
University Center at Ponca City	UCPC	758
University Center at Tulsa	UCT	774
University Center Southern Oklahoma - Ardmore Higher Education Center	UCSO	606
University of Central Oklahoma	UCO	120
University of Oklahoma	OU	760
University of Oklahoma- Biological Survey	OU	760
University of Oklahoma Health Sciences Center	OUHSC	770
University of Oklahoma Law Center	OU	761
University of Science & Arts of Oklahoma	USAO	150
Western Oklahoma State College	WOSC	41



















































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































































