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*This addendum is added to and is to be considered part of the subject contract.*

**Statewide Contract #:** SW0185

**PeopleSoft Contract ID:** Multiple

**Contract Title:** Equipment Rental

**Contract Issuance Date:** 01/14/2020

**Contract Supplier:** Multiple

**Addendum #** 005

**Addendum Date:** 09/29/2021

**OMES Point of Contact:**

**Contracting Officer:** Cini Zacharia

**Phone Number:** 405-522-9078

**E-mail address:** [Cini.zacharia@omes.ok.gov](mailto:Cini.zacharia@omes.ok.gov)

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**Addendum Information:** \_\_\_\_\_

**This Addendum is issued to offer a new option for OMES Lockbox Procedures.  
Awarded Suppliers may contact the Contracting Officer for details.**



## Hello state vendor/state entity,

The Office of Management and Enterprise Services is making process improvements regarding paper checks. This new process creates greater efficiencies while maintaining the integrity of daily deposits.

## What is changing?

BancFirst of Oklahoma offers a lockbox service where checks can be mailed to a P.O. Box and then scanned/documentated and electronically sent to OMES for deposits to be made.

## What are the benefits?

- 100% fully electronic payment processing for faster processing times.
- Decrease in liability due to not handling physical checks.

## What does this mean for you?

The OMES lockbox is for checks only. The only thing you have to do on your end is change the mailing address to **P.O. Box 248984, Oklahoma City, OK 73124-8984**. Again, this is only for accounts payable checks; our physical location is not moving.

If you prefer to drop off checks instead of sending them to the P.O. Box above, the physical location of BancFirst Tower is **100 N. Broadway Ave., Oklahoma City, OK 73102**. Additional details can be requested by emailing [AccountsReceivable@omes.ok.gov](mailto:AccountsReceivable@omes.ok.gov).

## What if I don't want to send a check as payment?

Currently, OMES offers ACH/WIRE payment processing for even faster convenient payments.

### For ACH delivery:

Bank routing number: 028000024  
Account number: 20000011141384  
Account name: State of Oklahoma

### For wire transfers:

Bank routing number: 021000021  
SWIFT code: CHASUS33  
Bank reference address: JPMorgan Chase New York, NY  
Account number: 20000011141384  
Account name: State of Oklahoma

For any questions, please email  
[AccountsReceivable@omes.ok.gov](mailto:AccountsReceivable@omes.ok.gov)  
or call 405-535-6851.

