

Oklahoma Center for the Advancement of Science & Technology • 755 Research Parkway, Suite 110 • Oklahoma City, OK 73104

Oklahoma Center for the Advancement of Science & Technology (OCAST) complies with the Oklahoma Open Records Act. OCAST records are available for public inspection and copying, except for records which are designated as confidential under state or federal law. In accordance with OCAST statutes and administrative rules, records related to an open solicitation are made available to the public after the contract is awarded.

Please complete the requested information below and submit the request to: info@ocast.ok.gov

NOTE: OCAST records may not be removed or rearranged during inspection. Records must be kept in the order in which they were provided. The requestor must designate the records to be copied with use of paper markers, self stick notes or other non-destructive means.

REQUESTOR INFORMATION:

Date of Request: _____

Name: _____ Business: _____

Street Address: _____ City: _____ State: _____ Zip Code: _____

Telephone: _____ E-mail: _____ Fax _____

RECORDS REQUESTED:

Description and dates of records desired: _____

If possible, provide following information when requesting OCAST records:

Requisition #: _____ RFP #: _____ Purchase Order #: _____

Dept/Division Contact, if known: _____

Signature of Requestor

Printed Name

Please download completed form and submit the request to: info@ocast.ok.gov