Numbers are important in the world of Purchasing. It is more than just the dollars & cents of a purchase, numbers play a major role in all aspects of documenting, finding, and tracking information. Key numbers that are constantly being asked for are:

- **Document number** – Usually located in the upper right-hand corner of Financial Services forms, this seven-digit number is critical to locate documents in the E-Forms system. Whether a payment document, encumbrance correction, purchase requisition, etc., this is the fastest way to locate a form in E-forms.

- **Purchase Requisition number** – This field is actually alpha-numeric, however it serves the same purpose of identification. This number is assigned by the department, so requested items/services can be identified & tracked in-house. Most departments use the creation date or individual’s initials for the PR #.

- **Project number** – The 10-digit number usually beginning with an “N” or a “G” in the funding line. Purchasing needs it to identify funding, i.e., Grant or Non-Grant (state). Different steps are sometimes required depending on the funding source.

- **Solicitation number** – Also known as Request for Quotation (RFQ), Invitation for Bid (IFB), or Request for Proposal (RFP), this five-digit number is assigned by Purchasing to the solicitation documents. When the forms are sent to vendors and publicly posted, this is the number Purchasing requires in order to relay questions, etc. to the proper person. For the record - 6xxxx is Cathy, 7xxxx is Julie, 8xxxx is Joyce, and 4xxxx is an open-end contract.

- **Purchase Order number** – This five-digit number is one Purchasing assigns as orders are placed. Vendors need to reference the PO# on their invoices and depts. need to refer to it on their payment documents.

- **Contract number** – This number is one of the most vital and yet most forgotten number of all. If an item is being purchased from an established contract, always reference the number. By using the correct contract number, it helps vendors key in the appropriate pricing, it helps Purchasing verify the validity of the purchase, and it helps to track the University’s total purchases in E-Forms so better pricing can be leveraged on future contracts. Failure to reference the contract number will, at least, delay payment processing. By not knowing the correct contract number, the ramifications could be worse, e.g., there is no contract for that item with that vendor, the contract expired, the pricing is wrong, paying for services that should have been included (e.g. freight). Know your contracts! Some of the contract number formats are:
  - XXXXX – five-digit numbers that start with a 0, 1, 2, 3, or 4 are usually State of Kansas or Kansas State University agreements;
  - 367-XXX – for real estate agreements;
  - 367-XXXX – for construction & ancillary services;
  - KSU-XXX – assigned numbers for contracts created through the special approval process, e.g. sole source multi-year maintenance agreement;
  - CNRXXXXX – E&I Cooperative agreement. There are many other cooperative contracts Purchasing will utilize, but E&I agreements are the most common;
  - SFYXXXX & CFYXXXX – These numbers are assigned by Sponsored Programs for grant funded contracts established via Pre-Awards for services (S) or consulting (C). The FY is for the fiscal year.