

The Purchasing Post

Tornado Clean-up Emergency Purchases

K-State Purchasing has received special authority from the State of Kansas Division of Purchases for emergency purchases due to the June 11 tornado. Plans are already in place with Facilities as they work to repair and clean the buildings. Please contact this office as soon as possible when your Department discovers tornado-related damages to equipment, supplies, etc. Purchasing staff is ready to assist you in any way that we can, i.e. purchase order, BPC, special waivers, bidding, etc.

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Encumbering Funds

The DA-146, Contract Cover Sheet, is required for certain department contracts. This form is used to help ensure that adequate funds are available for future payment of contract obligations and to help ensure compliance with all state purchasing laws and regulations and other legal requirements.

The DA-146 provides a standard means to: (1) record certain agency contracts in the University's Financial Information System (FIS) and the Statewide Accounting and Reporting System (STARS); (2) encumber funds for future payment of department contract obligations incurred; and (3) allow departments to report pertinent contract information to the Controller's Office/Purchasing and Division of Accounts and Reports and other central divisions. This allows departments to enter into contracts by using either vendor supplied or University prepared contracts containing terms and conditions deemed necessary.

The DA-146 and DA-146a are required for any agency contract where the department obligation is equal to or greater than \$25,000, involving multiple payments. This threshold amount is based on the total contract commitment amount over the life of the contract.



Purchasing Lingo

~ Abbreviations ~

<u>PR:</u>	Purchase Requisition
<u>RFQ:</u>	Request for Quotes
<u>APQ:</u>	Agency Purchase Order
<u>APV:</u>	Agency Payment Voucher
<u>PA:</u>	Prior Authorization
<u>FOB:</u>	Free on Board
<u>ASAP:</u>	As Soon As Possible
<u>SOW:</u>	Statement of Work
<u>ETA:</u>	Estimated Time of Arrival
<u>ARO:</u>	After Receipt of Order
<u>OEM:</u>	Original Equipment Manufacturer
<u>D of A:</u>	Department of Administration
<u>DOP:</u>	Division of Purchases
<u>POV:</u>	Purchase Order Voucher
<u>IFB:</u>	Invitation for Bids
<u>RFP:</u>	Request for Proposals
<u>PNC:</u>	Procurement Negotiation Committee
<u>BPC:</u>	Business Procurement Card
<u>BTA:</u>	Business Travel Account
<u>MOA:</u>	Memorandum of Agreement

