



Office of General Services  
**Business Services Center**

# Purchase Order Best Practices

September 18, 2019

# Purchase Orders



# Purchase orders

A purchase order is a document authorizing a vendor to provide goods or services.

Purchase orders are required for:

- Single purchases of \$10,000 or more
- Agency-specific contract purchases
- When contract terms require it



# Purchase orders cont'd

## A purchase order is not required for:

- Utilities
- Interagency bills
- Petty cash replenishment
- Postage meter replenishment
- Courier services
- Arbitration services
- Legal settlements
- Some OGS centralized contract purchases ordered via the vendor online ordering system, i.e., Cardinal Health



# Purchase orders cont'd

## A well-prepared purchase order:

- Enables efficient receiving, invoicing, vouchering, and matching
- Clearly communicates to the vendor
- Is supported by a complete procurement record



**A well prepared  
purchase order starts  
with a well-prepared  
requisition.**



# Use SFS tools for efficiency - requisitions

Create Requisition 

Welcome PETERS, TRACY



Home



My Preferences



Requisition Settings



0 Lines

Checkout

Request Options

Search

All

Search

Advanced Search

Enter search criteria or select from the menu on the right to begin creating your requisition.



Catalog

Browse Catalogs

All Items



Special Requests

Create a non-catalog request



Templates

Browse Company and Personal Templates



External Catalogs

Browse Supplier Website Items



Web

Browse Supplier Websites

NYS MarketPlace



Forms

Create and Submit Forms



ePro Services

Request Services

Fixed Cost Service

Variable Cost Service

Time and Materials



Express Item Entry

Create an Express Requisition



Favorites

Browse Favorite Items and Services



Recently Ordered

View recently ordered items and services

- eMarketplace and Catalogs structure the PO for you
- Use “on demand” ordering



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# Use SFS tools for efficiency - requisitions

If you need to use the special request option on your requisition, consider the following:

- Line item descriptions
  - Buyer knows what agency needs
  - Receiver knows what they are receiving
- If it is a contract item with a price list, include the item description as it is shown on the price list and link the line to the contract.

## Examples of information to include:

- SKU, agreement periods, location sites, quotes # reference





# Use SFS tools for efficiency - requisitions

Quantity vs amount only – your requisition should be quantity based with an actual quantity and a price listed for each line item. Use “amount only” when you do not know the exact quantity or price is at the time of order.

- Quantity - laptops, temporary services, pens
- Amount only - copier repairs, Wex Bank, fuel



# Requisition to Purchase Order



# Use SFS tools for efficiency – purchase orders

## Receiving is required:

- The BSC creates all purchase orders with “receiving required,” which means you must record receiving in SFS.
- This record in SFS creates a seamless transition from purchase to payment.



# Use SFS tools for efficiency – purchase orders

## Delivery instructions:

- Include the proper contact, ship-to location and any special delivery instructions on your requisition.
- Make it easier on yourself by setting up contact information on your requisition defaults.



# Purchase orders spanning fiscal years

**Examples of types of purchase orders that span multiple years:**

- RFQ for temporary services
- Software support
- Security guards
- Multi-year maintenance



# Purchase orders spanning fiscal years cont'd

- Only encumber current year funds.
- Include a statement in the line item description noting the agreement term.
- In the next fiscal year, request a purchase order change notice for the new year's funding.



# Purchase order procurement record

- A purchase order should contain a complete procurement record.
- SFS is now the official repository for purchasing so you should attach all supporting documents to the requisition.



# Purchase order procurement record cont'd

## Additional documents:

- Purchase orders may require additional document depending on the type and dollar value of the procurement.
- Use the resources on the BSC website for guidance:
  - BSC requirements chart\*
  - BSC purchase order checklist\*

\*Documents will be updated to reflect recent changes in the law.





# Purchase order procurement record cont'd

Attach the following to line 1 of the requisition:

- Winning quote/invoice or contract/price verification
- Lobbying forms
- Certification insurance/workers' compensation insurance
- Justification for purchase
- B1184/MWBE documents
- PTP approval
- Additional quotes
- Other correspondence



# Contact us

## Purchasing contact information:

- Email:
  - Stand Alone POs: [bscfinance@ogs.ny.gov](mailto:bscfinance@ogs.ny.gov)
  - Leases: [Contractpos@ogs.ny.gov](mailto:Contractpos@ogs.ny.gov)
  - IFBs, RFQ Request, Purchasing Advice:  
[ogs.sm.ogsbuydesk@ogs.ny.gov](mailto:ogs.sm.ogsbuydesk@ogs.ny.gov)
- Phone: 518-457-4272
- Fax: 518-485-7020
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# Questions?

