

## Shared Services Purchase Order

### Bill to:

Will Auto load information for each center

### Ship To:

*Attn:* Should be who you would like the packaged shipped it.

*Address:* Please fill your shipping information as to where you would like the package delivered. Please make sure you use the official 911 address.

*Phone #:* Please include your phone number here. Should the vendor have any questions, they should know how to contact you.

### Vendor Information

*Vendor Name:* Name of company you are ordering from **(required field)**

*Address 1:* The address of the company you are ordering from

*Address 2:* This is for additional address information but is not a required field.

*City:* City where vendor is located.

*State/Province/Region:* State where vendor is located

*Zip/Postal Code:* 5 digit code assigned by the US Postal Service

*Phone #:* Phone number of vendor

*Contract #:* This is the official contract number assigned by the State of Kansa that indicates we have a contract with the vendor to purchase an unlimited value of products from this vendor. If the vendor is on contract, purchasing limitations do not apply.

*Date Ordered:* Date you placed the order

*P.O. #:* This is a number assigned by your shared service center.

*Ordered by:* This is the person placing the order.

*Your Phone Number:* You phone number.

*Purchaser Email:* This is your email address that you check regularly.

*Will this become part of a large piece of equipment:* This is for the departmental inventory. If this is to be considered equipment, we will need to request a new property number or tie it to an existing number. If adding to existing number, please indicate the name of the apparatus.

## **Purchasing Details**

*Qty (Quantity:)* This is the number of items you are ordering.

*Description:* This is a description of the item you are ordering. Please feel free to include item numbers and/or model numbers. The more information the better.

*Unit Cost:* Cost per each item

*Total Cost:* This auto calculates which is the quantity times the unit cost.

*Account/Nickname:* This is the account that you would like the purchase paid with. You can have multiple lines of funding, but please indicate the percentage you would like account to pay.

*Signature:* Purchase orders must be signed before purchase numbers will be assigned. Must be signed by the individual who is paying for the purchase.

Please note that all purchases are sales tax exempt and exemption forms are available upon requests and on the website.

Please include total costs such as shipping, handling, and warranty information.

We have purchasing authority up to \$4,999.99 (including freight and fees.) Purchases within the range of \$5,000.000 and \$9999.99 must have phone bids attached before a purchase order number will be assigned. The phone bids must be filled out as clearly as possible. If your purchase is \$10,000 or more, we must seek competitive bids or reference a contract number.