

State Procurement Manual

DOA-3449 N(R06/94) Formerly AD-P-12

		Number PRO-E-1
		Effective 1-1-00
Section CONTRACTING, ORDERING, RECEIVING AND PAYMENT	Agencies Affected ALL	Replaces 2-1-98
Title PURCHASE ORDER		Page 1 of 14

AUTHORITY: Wis. Stats. 16.72(4)
16.76(1)

SCOPE: - to provide authority, policy and procedures for using a purchase order

- CONTENT: >
- I. A purchase order is required for all purchases except as noted in II. of PRO-E-4, Direct Charges, Invoices and Vouchers. Purchase orders are issued by agencies with delegated authority to place orders, change previous orders, or to cancel previous orders. The State of Wisconsin Purchase Order, form DOA-3272 (WiSMART), is available from the Printing and Publications Section/Forms Unit. See attached pages 1A through 7A for samples of completed purchase orders. There are additional requirements for purchase orders for printing which are explained in PRO-J-2, Printing Purchase Orders.
 - II. The purchase order is a contract. A separate contract may be attached to the purchase order which provides further detail and additional terms and conditions.
 - III. All purchasing agents with delegated authority to issue purchase orders are required to use purchase order form DOA-3272 established by the State Bureau of Procurement.
 - IV. Agencies may use their own purchase order form by making changes to form DOA-3272 only with the written approval from the Bureau.
 - V. The plies of the purchase order set are numbered and color-coded for distribution to the vendor and interagency offices. A new purchasing system is being developed; therefore, it is temporarily unnecessary to send purchase order information for fiscal year 0 to the Bureau. Reporting requirements will be reinstated when the system is complete.
 - VI. If the agency issues multiple purchase orders against a statewide contract with more than one vendor, a unique purchase order number will be used for each vendor/purchase order.
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- >

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VII. The following information is required to complete a purchase order:

A. Order type

1. An order type number should be typed on each purchase order.
2. The order types are:
 - a. 1 Regular (see pages 1A and 2A). An original order (not change, cancel, interagency, blanket—noncontract, or blanket—contract, pass-thru grant, master lease, or project).
 - b. 2 Change previous (see page 3A (non-WiSMART); 4A (WiSMART)). Use the purchase order number identical to the one on the original order. Show only the amount of the increase or decrease (for each commodity code) in the total column of the purchase order. Show net total of increase and decrease amounts only. Do not show the new total of the purchase order in the total column.

Type (-) for decrease or (+) for increase before the amount of each code and before the total amount in the total column.

Type (-) for decrease or (+) for increase before the quantity in the quantity column.

Do not use order type 2 to decrease the entire amount of the purchase order. Use order type 3.

Do not use order type 2 to change a vendor. Use order type 3 and issue a new purchase order with a new purchase order number.

- c. 3 Cancel previous. Use only if the entire purchase order is cancelled. Use the purchase order number identical to the one on the original order.

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- d. **4** Interagency. Copies of orders for interagency purchases are not forwarded to the State Bureau of Procurement.
- e. **5** Blanket—noncontract. Do not cite a State Procurement statewide contract or agency bid number. Estimate the dollar amount for each commodity code. See PRO-E-9, Noncontract Blanket Orders.
- f. **8** Blanket—contract. Require a State Procurement statewide contract or agency bid number. Show the estimated dollar amount for each commodity code. See PRO-E-16, Contract Blanket Orders.
- g. **G** Grant (Pass-thru). Copies of orders for pass-thru grants are not forwarded to the State Bureau of Procurement. Use only for pass-through grant money where the agency does not spend the money but merely passes it on to a municipality or other such entity. See PRO-C-32, Grants and Other Non-procurement Transactions.
- h. **L** Master Lease Program. Copies of orders for master lease purchases are not forwarded to the State Bureau of Procurement.
- i. **P** Project (Construction). Copies of orders for construction projects are not forwarded to the State Bureau of Procurement. See PRO-D-17, Limited Trade Contracts, and PRO-D-21, Construction Projects.

B. Purchase order number

Purchase orders are numbered and assigned prefixes. The prefixes are coded according to agency and fiscal year. The sequence and number of characters (maximum of nine characters) following the prefix are determined by the administrative needs of the office issuing the order. Any continuation sheets will contain the same purchase order number as shown on the original purchase order. Purchase order numbers that have been cancelled cannot be reused. WiSMART users should use the automatic document numbering prefixes with the # sign when creating PD

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documents. (Printing: See PRO-J-2, Printing Purchase Orders, for additional instructions.)

1. An assigned two-character alpha code is used as the prefix to each purchase order number (see pages 10-14 of this section).
2. The fiscal year code follows the prefix. Fiscal year codes are:

FY 1 = A	FY 6 = F
FY 2 = B	FY 7 = G
FY 3 = C	FY 8 = H
FY 4 = D	FY 9 = I
FY 5 = E	FY 0 = J
3. A unique purchase order number/alpha follows the fiscal year code (maximum of nine characters).
4. An example of a purchase order number is ADJ231 (prefix AD, plus fiscal year J, plus number 231).

C. Date

A date must appear on every purchase order in mm/dd/yy format (e.g., 07/15/99, not July 15, 1999).

D. Accounting data

Complete according to individual agency's accounting codes.

E. Federal Employer Identification Number/Social Security Number

1. Include the vendor Tax Identification Number which is either the Federal Employer Identification Number (FEIN) or, if there is no FEIN, the vendor Social Security Number (SSN). A suffix (up to three characters) may be included at the option of the agency.

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2. When a State Procurement statewide contract is used for a purchase, the vendor FEIN or SSN can be obtained from the contract.
 3. When an agency issues a miscellaneous/open vendor purchase order for which the vendor(s) is not determined at the time of issue, the vendor number will be M10000000.
 4. For purchases from foreign vendors which do not have a FEIN/SSN, agencies may use F10000000 as a dummy FEIN/SSN; WisSMART users will use D plus their agency number (an example is D505).
 5. As a standard procedure for all solicitations, an agency will request the FEIN/SSN from the vendor. When an agency is unable to obtain the FEIN/SSN after making a good faith effort, the agency may use N10000000 as a dummy FEIN/SSN; WisSMART users will use D plus their agency number (an example is D505).
 6. Copies of orders for interagency purchases are not forwarded to the State Bureau of Procurement. For interagency purchase orders that cannot be deleted from electronic transmissions to the Bureau, agencies will use the assigned two-character code (see pages 10-14 of this section) preceded by 7 zeros, e.g., 0000000AD, as the FEIN/SSN vendor number for the vendor agency on the purchase order. (This procedure will allow the order to be edited from non-interagency purchase order reporting.)
- F. Vendor name and address including city, state and zip code
1. When a vendor name appears on a State Procurement statewide contract and that contract is used for a purchase, the vendor name will appear the same on the purchase order as on the contract.
 2. Use U.S. Postal Service guidelines for addressing.
 3. Show vendor country if not U.S.A.

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G. Ship to

Include the name of the person responsible for receiving the material, room number, name of building, street address, city, and zip code number. It is recommended that the purchase order number also appear as part of the shipping address.

H. Terms

The state standard payment time period is 30 days. However, if a cash discount is involved, 15 days will be considered. See PRO-E-6, Prompt Payment Policy.

I. Reference

The reference area may include important information relating to the authority to make a purchase such as: a State Procurement Manual section number, e.g., PRO-E-4; governor/secretary waiver number; State Procurement bid number; agency contract number; name of vendor contact; etc. Using the reference area does not obviate the need to use the statewide contract number and bid number areas when appropriate.

J. Bid number

The bid number will be used only when the purchase is based on an agency (not State Bureau of Procurement) bid; otherwise, the space will be blank. Do not use a bid number on blanket—noncontract type 5 orders.

K. Statewide contract number

When a purchase is made using a State Procurement statewide contract, use the appropriate ten-digit contract number shown on that contract. There will be only one contract referred to on a purchase order. If ordering a service or commodity not available on a State Procurement statewide contract, leave the contract number space blank on the purchase order. Do not use Procurement Information Memorandum numbers, State Procurement Manual section numbers, or any agency reference numbers in the

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contract number field. These references should be noted in the area labeled reference.

L. Quantity

Quantity should be shown for each commodity code on the purchase order. This requirement does not apply to order types 5 and 8.

M. Item description

Include the manufacturer, model number, physical description, size, color, and other data needed to accurately define the item. Description of services should indicate what is to be done, where, by whom, and for how long. (Printing: See PRO-J-2, Printing Purchase Orders, regarding use of supplements for descriptions.)

N. Commodity code

1. All purchase orders will include the appropriate commodity code(s). When a purchase is made using a State Procurement statewide contract, use the appropriate ten-digit commodity code(s) shown on that contract (see pages 1A and 2A). (Ten-digit commodity code(s) may not be used on blanket-noncontract type 5 orders, see page 6A.) For other purchases use the five-digit commodity code(s) found in the Commodity Code Manual (see page 3A). A purchase order may include both contract and non-contract purchases (see page 7A).
2. If all items on a purchase order have the same commodity code, that code should only appear once on the purchase order and on the same line as the net total amount (see page 1A).
3. When the commodity code is the same for a group of items on a purchase order, show the commodity code only once for the group of items along with the corresponding subtotal net amount for the group of items (see page 5A).

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4. When using an attachment to the purchase order form to show commodity descriptions and prices, indicate the associated commodity code and quantity on the same line as the amount in separate columns. Do not put the commodity code in the description. It is not necessary to send attachments (contracts, specifications, etc.) to the State Bureau of Procurement if all commodity codes, quantities, and totals are shown on the purchase order form. (Printing: See PRO-J-2, Printing Purchase Orders, regarding attachments [supplements].)
 5. The cost of shipping or delivery services normally should be included in the cost of the purchase and should be coded with the commodity code of that item. Where the items being purchased prohibit a breakdown of shipping or delivery services by individual item, the shipping or delivery service will be coded 99-175, Transportation of Materials, Freight Charges, Freight Services, Hauling Services, and Shipping Services.
 6. When it is necessary for agencies to encumber funds for state furnished paper on the purchase order, the paper subtotal will be coded 75-999, State-Provided Paper on Printing Contracts.
0. Unit price and total
1. Include unit price extensions and total net price (see page 2A).
 2. Net amounts are shown for each commodity code (see page 2A).
 3. Discounts on items will be calculated and only the net amount shown in the total column for each commodity code (see page 2A).
 4. When actual prices are not known, use estimated prices.

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VIII. The use of a purchase order is optional for purchases of \$1,500 or less (\$5,000 or less for an agency that has implemented the purchasing card). (Printing exception: All printing, regardless of dollar amount, requires the use of a purchase order.)

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IX. Refer to http://www.doa.state.wi.us/section_detail.asp?linkcatid=140&linkid=69&locid=3 for detailed WiSMART information, including State Accounting Policies and Procedures and WiSMART Accounting System.

X. Agencies may direct questions regarding purchase order preparation to the State Bureau of Procurement at 608/266-2605.

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Prefix (For Purchase Order Number)

- AD Administration, Dept. of
- AE Administration, Dept. of—Fuel Contract Management
- OE Employment Relations, Office of
- BA Aging and Long Term Care, Board on
- AG Agriculture, Trade and Consumer Protection (Including:
Grain and Whse. Comm.)
- AB Arts Board
- AC Assembly, Chief Clerk

- CF Children and Families, Dept. of
- CT Children Abuse and Neglect Prevention Board

- CC Circuit Courts
- DD Commerce, Dept. of

Corrections, Dept. of; Administrative Divisions

- KA Adult Institutions, Div. of
- KC Community Corrections, Div. of
- KH Correctional Health, Bureau of
- KJ Juvenile Corrections, Div. of
- KM Management Services, Div. of
- KP Parole Commission
- KR Planning and Movement, Div. of
- KS Secretary, Office of

Corrections, Dept. of; Institutions

- WB Badger State Industries
- WC Columbia Correctional
- WZ Corrections Farms
- WD Dodge Correctional
- JE Ethan Allen School, Wales
- WF Fox Lake Correctional
- WG Green Bay Correctional
- WJ Jackson Correctional
- WM Kettle Moraine Correctional
- JL Lincoln Hills School, Irma
- KE Milwaukee Community Correctional

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Corrections, Dept. of; Institutions (cont.)

<u>WK</u>	Oakhill Correctional
<u>WE</u>	Oshkosh Correctional
<u>JP</u>	Prairie du Chien School
<u>WR</u>	Racine Correctional
<u>WP</u>	Racine Youthful Offender
<u>WA</u>	<u>Redgranite Correctional Institution</u>
<u>JK</u>	Southern Oaks Girls School
<u>WX</u>	<u>Supermax Correctional Institution</u>
<u>WT</u>	Taycheedah Correctional
<u>WH</u>	Waupun Central Warehouse
<u>WL</u>	Waupun Correctional
<u>WS</u>	Wis. Correctional Center <u>System</u>
<u>JY</u>	Youth Leadership Training Center

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<u>CA</u>	Court of Appeals
<u>SC</u>	<u>Court System, Wisconsin</u>
<u>EC</u>	Educational Communications Board
<u>EB</u>	Elections Board
<u>ET</u>	Employe Trust Funds, Dept. of
<u>ER</u>	Employment Relations Commission
<u>EH</u>	Ethics Board
<u>FN</u>	Financial Institutions
<u>EO</u>	Governor, Office of
<u>GA</u>	<u>Government Accountability Board</u>

Health Services, Dept. of; Administrative Divisions

<u>FM</u>	<u>All Org</u>
<u>FD</u>	Children and Family Services
<u>FH</u>	<u>Enterprise Services</u>
<u>FK</u>	Health Care Financing
<u>FJ</u>	<u>Long Term Care</u>
<u>FB</u>	<u>Mental Health and Substance Abuse Services</u>
<u>FF</u>	<u>Policy Initiatives and Budget</u>
<u>FA</u>	Public Health
<u>FC</u>	<u>Quality Assurance</u>

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Prefix (For Purchase Order Number)

Health Services, Dept. of; Institutions

GT Central Wis. Center for the Developmentally Disabled
GM Mendota Mental Health, Madison
GN Northern Wis. Center for the Dev. Disabled, Chippewa Falls
GR Sand Ridge Treatment Facility
GS Southern Wis. Center for the Developmentally Disabled, Union Grove
GW Winnebago Mental Health, Winnebago

HE Higher Educational Aids Board
HS Historical Society, State
IN Insurance, Office of Commissioner
IV Investment Board
JS Joint Survey Committee on Retirement
JU Judicial Commission
CJ Justice Assistance
JD Justice, Dept. of
LB Legislative Audit Bureau
LC Legislative Council
LF Legislative Fiscal Bureau
LR Legislative Reference Bureau
LT Legislative Technology Services Bureau
LG Lieutenant Governor
LW Lower Wisconsin State Riverway Board
MA Military Affairs, Dept. of, Installation Officer

NR Natural Resources, Dept. of
NM Madison
NL Neil H Lemay Forestry Center
ND Northeast Region
NH Northern Region/Rhineland
NK Northern Region/Spooner
NS Research Center
NB South Central Region
NC Southeast Region
NG West Central Region

PF Public Defender

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Prefix (For Purchase Order Number)

Public Instruction

PA Administration
PP Administration, Printing
PL Reference/Loan Library
PD School for Deaf, Delavan
PV School for Visually Handicapped, Janesville

LP Public Lands, Board of Commissioners
PS Public Service Commission
RL Regulation and Licensing, Dept. of
RD Revenue, Dept. of
RS Revisor of Statutes Bureau
DS Safety and Professional Services, Dept. of
SS Secretary of State, Office of
SN Senate, Chief Clerk
SF State Fair Park Board
SP State Purchasing
TM Tourism, Dept. of
TR Transportation, Dept. of
ST Treasurer, Office of State

University of Wisconsin System

UR UW College
RK UW-Baraboo/Sauk County
RT UW-Barron County
RF UW-Fond du Lac
RR UW-Fox Valley
RN UW-Manitowoc
RY UW-Marathon County
RB UW-Marinette
RP UW-Marshfield/Wood County
RU UW-Richland
RM UW-Rock County
RW UW-Sheboygan
RZ UW-Washington County
RX UW-Waukesha

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University of Wisconsin System (cont.)

<u>UW</u>	<u>System</u>	Administration
<u>UC</u>		Eau Claire
<u>UT</u>		Extension
<u>UD</u>		Green Bay
<u>UE</u>		LaCrosse
<u>UA</u>		Madison
<u>UB</u>		Milwaukee
<u>UF</u>		Oshkosh
<u>UG</u>		Parkside (Kenosha)
<u>UH</u>		Platteville
<u>UJ</u>		River Falls
<u>UK</u>		Stevens Point
<u>UL</u>		Stout (Menomonie)
<u>UM</u>		Superior
<u>UN</u>		Whitewater

Veterans Affairs

<u>VA</u>	Administration
<u>VH</u>	Wisconsin Veterans Home, King
<u>VO</u>	Vocational, Technical and Adult Education, Board of
<u>IL</u>	Workforce Development

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