

AP BU and PO Type

SFS PO Number

SFS Dept. ID

STATE OF NEW YORK

# PURCHASE ORDER

1	Orig. Agency Code	Date (MM) (DD) (YY)	2	1a	Vendor: Show On All Bills and Correspondence					
	Originating Agency	3	7		Comptroller's Contract No.	4	Commodity Group No.	5	Document No.	6
	Vendor				Bill To			8		
	EIN:	7a	SFS Vendor ID		Ship To (if different than address above)					
	Unless Otherwise Indicated, All Prices Are F.O.B. Destination									
	Discount Terms	10	%	Days				9		
	Vendor: Direct Questions to:									
	11									
	Telephone No.									

Item No.	Description of Material/Service	Quantity	Unit	Price	Amount
12	13	14	15	16	17

PO Number	Line	Act	Amount	Cost Center Code				Obj
				Dept.	Cost Center	Var.	Yr.	
18	19	20	21		22			23

PLEASE FURNISH THE ABOVE ARTICLES.  
PURCHASE ORDER (See Instructions on back)

24  
 \_\_\_\_\_  
 Authorized Signature

VENDOR

## Purchase Order Document – AC130-S Bulkload Agencies

These instructions identify PO field changes for SFS and not the number of copies required for distribution.

Reference	Name	Length/Type	Description for Completing in CAS	Bulkload Agency SFS Requirements
1	Originating Agency Code	7 N	A code identifying the agency which prepared the document. Codes are found in the Accounting Codes Manual Volume VIII. All seven digits must be entered. (Required)	Identify Agency SFS Dept. ID
1a	Blank Space	-----	Blank Space	Identify Agency AP Business Unit and SFS PO Type
2	Date	-----	The month, day and year the document was prepared. (Required)	No Change
3	Originating Agency	-----	Name of the agency preparing the document.	No Change
4	Comptroller's Contract No.	7 AN	The seven-characters, beginning with the letter P, which identifies a Purchase Contract. (Required if purchase is from an approved contract.)	No Change
5	Commodity Group Number	-----	The code which identifies a similar group of items for centralized purchase contracts. These codes are found in the OGS Commodity Group Listing. (Required if applicable)	No Change
6	Document Number	7 AN	Unique document number assigned by the originating agency which, when combined with the agency's code, uniquely identifies a Purchase Order. (Required) See Section A.0100	Unique PO number entered into SFS. For Legacy Bulkload users, this number would represent the 7 character PO number, excluding line numbers. PeopleSoft Bulkload and Direct Entry agencies would enter the Purchase Order number entered in the corresponding PS fields

### VENDOR INFORMATION

7	Vendor	-----	The vendor's name and address. (Required)	No Change
7a	EIN	10 N	Vendor's EIN	SFS Vendor ID

### SHIPPING INFORMATION

8	Bill To	-----	Address where the invoice for the goods or services must be sent.	No Change
9	Ship to	-----	Address at agency where goods or services should be delivered, if different.	No Change
10	Discount Terms	-----	Shipping and/or discount terms. (Required if part of purchase agreement.)	No Change
11	Vendor: Direct Questions to:	-----	Name and telephone number (including area code) a vendor may use to contact your agency if a	No Change

			question or an order should arise.	
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**MATERIAL/SERVICE INFORMATION**

12	Item No.	-----	For a P-Contract purchase this is the actual item number for the merchandise being purchased. If open market purchase, it is a numbering, in sequential order, of the items being purchased. (Required)	No Change
13	Description of Material/Service	-----	Narrative field which describes the items being purchased. (Required)	No Change
14	Quantity	-----	The total number of each item being purchased. (Required)	No Change
15	Unit	-----	The unit of measure for the items purchased. (Required)	No Change
16	Price	-----	The actual cost per unit. (Required)	No Change
17	Amount	-----	The total price being paid for the goods or services, calculated by multiplying the number of units by the price per unit. (Required)	No Change

**ACCOUNT CODES**

18	PO Number	7 AN	The unique document number assigned by the originating agency from a document register. The PO Number must be the same as the Document Number, REF 6 above.	No Change												
19	Line	3 N	Sequential numbering of the lines of coding on the Purchase Order beginning with '001'. (Required)	No Change												
20	Act	1 AN	The Action Code used. Only Action Code 'A' is used on this form. 'A' means add a new encumbrance. (Required)	No Change												
21	Amount	16 N	The dollar value being encumbered. (Required) Total amount encumbered must equal Purchase Order total amount.	No Change												
22	Cost Center Code		<p>A cost center is a 12 position code and represents the lowest unit of State government at which accounting and reporting is performed. The cost center code consists of the following components.</p> <p style="text-align: center;">Cost Center</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: center;"><b>Dept</b></td> <td style="text-align: center;"><b>Unit</b></td> <td style="text-align: center;"><b>Variable</b></td> </tr> <tr> <td style="text-align: center;"><b>Year</b></td> <td></td> <td></td> </tr> <tr> <td style="text-align: center;">XX</td> <td style="text-align: center;">XXXXXX</td> <td></td> </tr> <tr> <td style="text-align: center;">XX</td> <td style="text-align: center;">XX</td> <td></td> </tr> </table>	<b>Dept</b>	<b>Unit</b>	<b>Variable</b>	<b>Year</b>			XX	XXXXXX		XX	XX		No Change
<b>Dept</b>	<b>Unit</b>	<b>Variable</b>														
<b>Year</b>																
XX	XXXXXX															
XX	XX															
	Dept	2 N	The first 2 positions of the cost center	No Change												

			which indicates the department charged with the encumbrance. (Required)	
	Cost Center	6 N	The next 6 positions of the cost center code identifies the unit charged with the encumbrance. (Required)	No Change
	Variable	2 AN	The 9th and 10th positions of the cost center code identifies cost center unit variables such as funding source, programs and projects within the same organizational unit. (Required if the cost center code has a variable.)	No Change
	Year	2 N	The fiscal year of the appropriation charged. (Required)	No Change
23	Object	5 AN	The expenditure object representing the goods or services to be encumbered for a purchase. The object codes are in the Accounting Codes Manual - Volume VIII, Sections 3.1180 and 3.1185.	No Change
24	Authorized Signature	-----	Signature of agency's authorized agent.	No Change