

## Instructions on How to Fill Out a Statewide Contract Purchase Card Order Form

- A. Make sure you have the most current SW contract.
  - B. Make sure you check for addendums.
  - C. If you are not sending the order in right away, please make sure contracts and addendums are still current as they can change frequently.
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- 1. Date > Today's date.
  - 2. Statewide Contract and Contract ID > From Division of Central Purchasing website.
  - 3. Authority Order number > Your business manager should have this. (must match the "Bill to" location)
  - 4. Class funding > Your fund and account. There is a list on peoplesoft.
  - 5. Department > Who is paying for this? There is a list on peoplesoft.
  - 6. Ship to address > Where product will be delivered.
  - 7. Bill to address > Where the bill will be sent for payment. (must match the "Bill to" address on the Authority Order)
  - 8. Facility phone # > Location of ordering facility.
  - 9. Facility fax # > Location of ordering facility.
  - 10. Bill to phone # > Location of billed to facility.
  - 11. Bill to fax # > Location of billed to facility.
  - 12. Vendor name > Who you are ordering from.
  - 13. Vendor phone # > Include area code if needed.
  - 14. Vendor fax # > Include area code if needed.
  - 15. Contract Line # > Line number from contract where item is listed.
  - 16. QTY > How many do you want?
  - 17. UOM > ea, box, doz, etc. This is listed on the contract line.
  - 18. Item (Commodity Code) > This is listed on the contract line.
  - 19. Description > What are you ordering? This is listed on the contract line.
  - 20. Unit price > Price per unit. This is listed on the contract line.
  - 21. Total price > Multiply line qty by unit price.
  - 22. Account (Object code) > Listed on OMES website.
  - 23. Total > Total of entire order.
  - 24. What are we buying? > A short description. (e.g., paper, office supplies, toner, etc.)
  - 25. Why do we need this? > Short explanation.
  - 26-31. Obtain various approval signatures and dates.

