

SUBJECT: Purchasing PO Type Updates

POSTED: June 28, 2012

ANNOUNCEMENT

ITS will be updating PO Type values in the Production (F89PRD) database on Monday, July 2, 2012 prior to 7:30 am. This update will include the inactivation of several current values, the addition of new values, and changing the default PO Type for all institutions.

The following changes are being made to comply with Section 6.3.1.2. Purchase Type Codes of the DOAS Georgia Procurement Manual:

- **Inactivating 7 PO Types** that are no longer recognized by the State as valid values:
 1. COM - Competitive
 2. EMG - Emergency
 3. GEN - General
 4. LOC - Local Contract
 5. SWC - Statewide Contract & Releases

- **Adding 3 new PO Types:**
 1. ACC – State Entity Cooperative/Consortia Purchase
 2. ACP – State Entity Contract Piggyback
 3. EMR – Emergency Purchase

- **Changing the default PO Type:**
 - The GeorgiaFIRST Financials default PO Type of 'GEN' will be changed to 'OMP' since 'GEN' is no longer considered a valid PO Type value.

SUPPORTING DOCUMENTATION

Refer to the Department of Administrative Services website for additional information on the use of these PO Types:

<http://doas.georgia.gov/Pages/Home.aspx>

MORE INFORMATION AND SUPPORT

For business impact emergency issues, contact the ITS Helpdesk immediately at 706-583-2001 or 1-888-875-3697 (toll free within Georgia). For non-urgent issues, contact the ITS Helpdesk via the self-service support website at http://www.usg.edu/customer_services. (This service requires a user ID and password. E-mail helpdesk@usg.edu to obtain self-service login credentials.)

ADDITIONAL RESOURCES

For information about ITS maintenance schedules or Service Level Guidelines, please visit <http://www.usg.edu/oiit/policies>. For USG services status, please visit <http://status.usg.edu>