

The process for creating an Express PO has not changed and the Quick Tip Sheet - *Creating an Express Purchase Order* is still valid. The list of Contract/BPOs can be found under the heading of *Procure-to-Pay- Creating an Express Purchase Order*. If you have any questions about the need for an Express PO, please contact the DPCA for assistance.

2. Creating Receipts for Services Contracts-

The second change (below) is related to Receipts for Services on Purchases Orders created by DPCA. This change applies to District Court and the AOC.

Receipts are a way to indicate that goods have been received. Currently, Receipts are not required for Express POs created by the AOC Field User for purchases under \$2,500. However, Receipts are required for all purchase orders created by the Department of Procurement and Contract Administration, referred to as Corporate POs. However, after a review of the policy, it was determined that Receipts will no longer be required for Services under the Corporate POs. Instead, when POs are created for purchases of Services, they will default to Receipt Optional. Purchase orders created by DPCA for Goods will be set to Receipt Required.

Purchase Orders Created by the Department of Procurement and Contract Administration-

Purchase of Services- No Receipt Required

Purchase of Goods- Receipt Required

If you have purchases from a vendor for both Goods and Services, please make sure you create separate lines on your requisition, so separate lines will be created on your purchase order. If there is any question by DPCA as to whether the item is considered Goods or Services, the POs will default to Receipt Required. The Line Details on your purchase order will indicate if receiving is required. If you want Receipts for Services on your Purchase Order, please indicate this request on your Requisition.

These changes are intended to give you the option to eliminate steps that may not be necessary for your business practices. If there are any questions, please feel free to contact the Department of Procurement and Contract Administration at 410-260-1421.

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