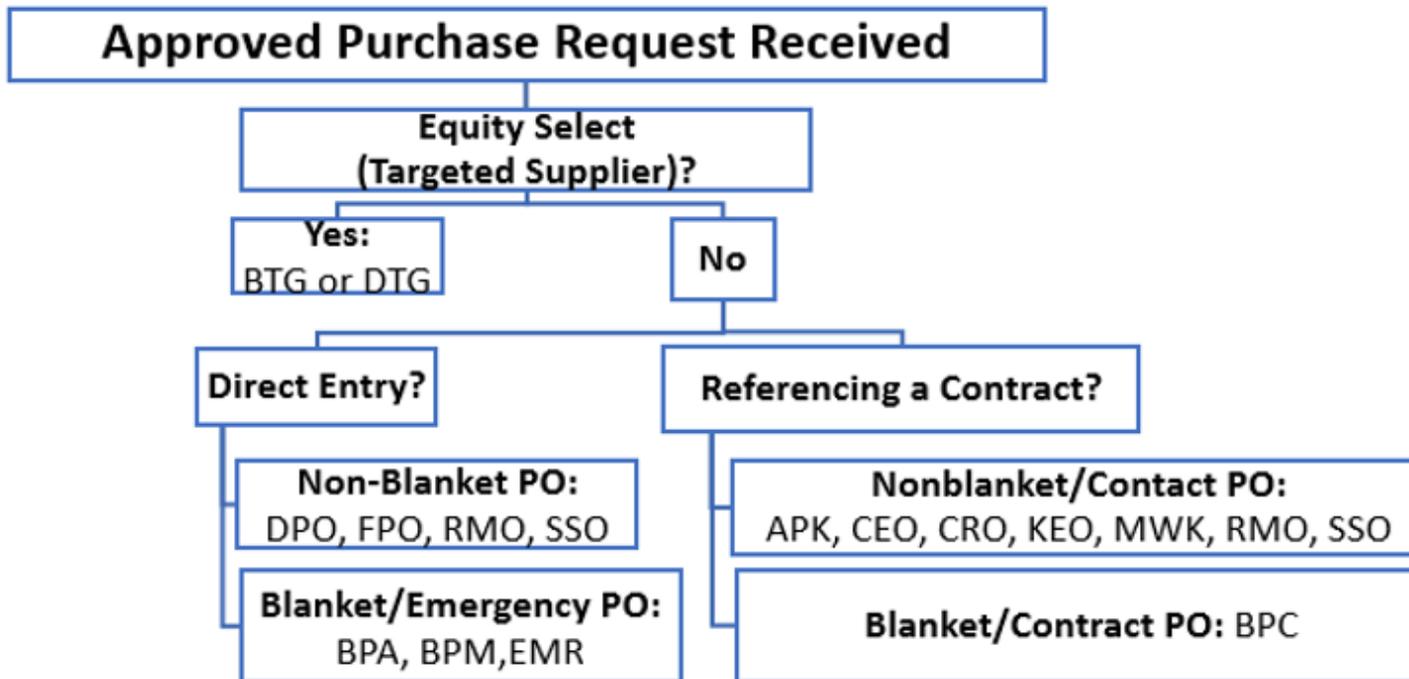


Select the Correct Purchase Order Document Type

This guide provides an overview of the factors to considering in selecting the Purchase Order Document Type for SWIFT. Agency Buyers can purchase and enter goods and services according to their Authority for Local Purchase (ALP). ALP is a procurement certification process managed by the Department of Administration.



Purchase Order (PO) Document Types
APK: Annual Plan Contact
BPA: Blanket PO Agreement
BPC: Blanket PO Against a Contract
BPM: Blanket PO Against Multiple Suppliers
BTG: Blanket TG/ED/VO PO
CEO: Construction Contract Encumbering Order
CRO: Contract Release Order
DPO: Department PO
DTG: Direct TG/ED/VO PO
EMR: Emergency PO
FPO: Field PO
KEO: P/T Related Contract Encumbering Order
MWK: Master Professional/Technical Work Order
RMO: Real Estate Remodeling Order
SSO: Single Source Order

SWIFT STATEWIDE INTEGRATED FINANCIAL TOOLS

Doc Type	Document Type	Brief Description	Released
APK	Annual Plan Contract	References an Annual Plan Agreement that pre-establishes authority to obtain Professional/Technical services on demand for specific purposes within an approved dollar limit.	Amount
BPA	Blanket Purchase Agreement	Sets up an “umbrella amount” of money with a single supplier for a specific purpose.	Amount
BPM	Blanket Purchase Against Multiple Suppliers	Sets up an “umbrella amount” of money for a specific purpose to be spent with multiple suppliers.	Amount
BPC	Blanket Purchase Against a Contract	Sets up an “umbrella amount” of money against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/ Private Partnership Contract (PPC) or Software License/Maintenance Contract (SAC).	Amount
BTG	Blanket TG/ED/VO Purchase Order	Sets up an “umbrella amount” of money to TG, ED and VO certified suppliers for purchases from \$5,000.01 to \$25,000.00.	Amount
CEO	Construction Contract Encumbering Order	Sets up an “umbrella amount” of money against existing Building Construction (BCC) or Other Construction (OCC) contracts. May also be used against a Roadway Construction (RWC) contract.	Amount
CRO	Contract Release Order	Places orders against existing State Commodity (SCC), Agency Goods (AGC), State Service (SSC), or Agency Service (ASC) contracts. May also be used against an Interagency Contract (IAC), Joint Powers Contract (JPC), Public/ Private Partnership Contract (PPC) or Software License/ Maintenance Contract (SAC).	Quantity
DPO	Department Purchase Order	Allows buyers to make purchases within their ALP authority up to and including \$10,000.00.	Quantity or Amount
DTG	Direct TG/ED/VO Purchase Order	Use for purchases from \$5,000.01 to \$25,000.00 to TG, ED and VO certified suppliers for specific purposes.	Quantity
EMR	Emergency Purchase Order	Use for emergencies according to the policy. Bypasses Human Rights certification.	Quantity or Amount
FPO	Field Purchase Order	Use for immediate needs when an employee is not at their primary work location for purchases outside of SWIFT. The limit is \$5,000.00. Use according to policy in ALP manual.	Quantity or Amount
KEO	P/T Related Contract Encumbering Order	Encumbers funds against Professional/Technical related contracts.	Amount
MSO	Master Services Order	Places orders against Master Service (MSC) contracts.	Amount
MWK	Master Professional/ Technical Work Order	Encumbers funds against the individual MWK contracts placed with suppliers under the Master Contract.	Amount
POR	Purchase Order	SWIFT creates a POR when it processes an Open Market Requisition (OMR) through Strategic Sourcing and awards the contract.	Depends on Req
RMO	Real Estate Remodeling Order	Use for remodeling of leased space if the cost is between \$2,500.01 and \$8,000.	Quantity or Amount
SSO	Single Source Order	Use when only one supplier can provide the good or service. Requires completion of the Single Source Justification Form.	Quantity or Amount