Important Dates

- All POs that are open on March 31, 2011 will have to be manually converted by the Procurement Office. Currently there are over 1,200 open POs.

- Carefully consider the timing of your requirements before entering any new requisitions. If your commodity or service is not needed before April 15th, or if your travel date is not until after April 5th, then please put off entering the requisition until April 5th. Exception: if an advanced is required prior to April 5th.

- We also want your continued cooperation with receiving. If there is an open PO for a commodity that you know that has been received, then contact the Receiving office Thurman Watson (8–6015) to process the receiving so the PO can be finalized and the vendor can be paid.
The main difference you will notice which should not affect the end user is the new numbering scheme for only the converted Purchase Orders, this will affect both regular POs and travel PO’s.
Purchase Order Numbering

- The current PO number is a 10 digit number starting with a (4) for commodities and services and 8 for Travel.

- Example 4000001234 (commodities and services) 8000001234 (Travel)

- For **ONLY** the converted POs from CMS to CFS will have a closely related 10 digit number however at the end of the PO will be a (C).
Purchase Order Numbering

- This “C” designates that this particular PO was converted over from CMS to CFS.

- Example (CMS) 4000001234 to (CFS) 400001234C

- POs that have not been converted will continue with the current numbering scheme 4000001235 in sequential order.
Travel POs

- We have a large volume of Travel POs > 500 that we are trying to close and your cooperation is essential to achieve this.

- The Buyers will be notifying you of any low dollar or no activity Blanket POs that we want to close prior to closing them.

- If the PO has no activity prior to March 31st and no planned activity past April 1st then (Please) contact the Buyer and have the PO canceled. You can always reenter in CFS if needed after we go live.
Questions

- If you have any questions please contact:

  Leah Davis: ext# 87810

  Dale Clack: ext# 87405

  John Guion: ext# 85860