STATE OF MISSOURI
Center FOR MANAGEMENT AND Professional Development

Information Technology and Computer Skills Training

SAM II – PURCHASE ORDER PROCESSING

Where: Jefferson City, 1738 E Elm Lower Level
Time: 8:00 a.m. - 4:00 p.m.
Investment: $95.00

Pre-requisites:
Sam II Financial Introduction

Suggested:
SAM II Table Inquiry and Maintenance

Workshop Description:

This class explores the details of processing purchase orders in SAM II. The class covers the four (4) SAM II purchase order documents available to Chapter 34 agencies (those with spending control)

1. Quick Decentralized Purchase Order (PDQ)
2. Quick Price Agreement Order (PGQ)
3. Simplified Service Contract (SCS), and
4. Service Contract (SC).

Topics include:

- A purchase order's role in the procurement process
- SAM II purchase order reference tables
- State of Missouri purchase order procedures
- Purchase order accounting effects
- Price agreement (contract) order processing
- Non-contract purchase order processing, and
- Purchase order inquiry tables

The intended audience is anyone who is required to process SAM II purchase order documents, or anyone interested in becoming more familiar with the purchasing process.

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