

Purchase Order and Encumbrance Reference Chart

August 8, 2017

Description	Does OPC require a requisition and purchase order (PO)?	Does OCFO require a requisition and purchase order (PO) in order to establish an encumbrance? ³
All Contract ¹ Spend Includes all spend regardless of how payment is processed (regular voucher or p-card)	Yes, see K.S.A. 75-3739 (e) and OPC Informational Circular 16-04	Yes
Spend Using a Prior Authorization	Yes, see K.S.A. 75-3739 (e) All prior authorization spend must start as a requisition in SMART, and if approved by OPC, will be sourced to a PO.	Yes
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where total spend for this supplier will be over \$5000 for the budget year	Yes, see K.S.A. 75-3739 (e)	Yes, see Policy Manual 10,300
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where amount will exceed \$500		Yes, see Informational Circular 18-A-003 and Policy Manual 10,300
Non-Contract Spend for Goods, Services, Commodities, & Capital Outlay Where amount does not exceed \$500, payment is dated within 10 business days of the invoice date, and total spend for supplier will not be over \$5000 for the budget year		No, see Informational Circular 18-A-003 and Policy Manual 10,300
Program Payments ²		No, see Informational Circular 18-A-003 and Policy Manual 10,300
Non-contract P-card Spend Where a Prior Authorization is not required		No, see Policy Manual 10,300
Recording of Expenditures of a Local Fund (Petty Cash and Imprest Funds)		No, see Informational Circular 17-A-014 and Policy Manual 10,300
State Agency Interfunds		No, see Policy Manual 10,300
Utility Payments, excluding utility infrastructure		No, see Policy Manual 10,300
Utility Payments Related to Infrastructure		Yes, see Policy Manual 10,300
Payment of Program Grants from Federal or Private Funds		No, see Policy Manual 10,300

¹ For the purposes of this chart, a contract is defined as a contract that exists in SMART and has been approved by OPC. This includes any agency contract, mandatory state contract, or optional state contract.

² Program payments are defined as payments of program grants from federal funds or private fund sources when payment is made to recipients where the disbursing agency receives no direct service or tangible asset.

³ Any OCFO encumbrance policy exemptions are subject to requirements under OPC policy.

This chart can be used for quick reference by agency staff, however it is not intended to be all inclusive, or replicate or be a substitute for Policy Manual 10,300 and content published in OPC or OCFO informational circulars. Policy Manual 14,002 must be followed when processing purchase orders to encumber funds that will be paid in a future fiscal year.