

Department of Administrative Services - State Accounting Enterprise

| | | | |
|---|------------------------------------|------------------------------|--|
| Section PRE-AUDIT | Procedure Number 260.175 | Page Number 1 of 1 | Effective Date January 1, 2009 Revised 7/1/16 |
| Subject CENTRAL SERVICES DEPARTMENT OF ADMINISTRATIVE SERVICES – CENTRAL PROCUREMENT AND FLEET SERVICES ENTERPRISE OFFICE SUPPLIES | | | |

1. The DAS-Central Procurement and Fleet Services Enterprise (DAS-CPFSE) provides state departments a general contract for stockless office supplies. This includes all departments located on the Capitol Complex, plus the institutions, judicial districts, and all field office locations.
2. The procedures for ordering supplies from the State's general contract are detailed on the DAS-CPFSE website.
3. DAS-CPFSE pays the contractor, and then creates an automated billing to charge departments for their supplies. Procedure 280.302 details the automated billing process.
4. Any questions or problems concerning the actual billing for the supplies should be referred to the DAS-CPFSE-Finance at 515-281-6118. Any questions or problems concerning the actual transfer of funds or the accounting portion should be referred to the DAS-SAE-Daily Processing.