

General Manual  
Title 120 - Administrative Services

Part 409 - Supply and Transportation  
Subpart B - Delivery Procedures

KS409.10 Purchase orders.

(1) Transaction Code 40. To ensure proper and timely payments are made, receipts should be handled promptly. All receipt copies are to be forwarded to the state office through the area office.

(b) SF-147, Purchase Order. This form has been discontinued.

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KS409.11 GSA shipments.

(a) Shipments made under government bills of lading.

(3) Receiving documents.

(ii) All shipping documents should be filed at the receiving location. Copies should not be sent to the area office or state office unless a problem exists.

(b) Parcel post or other parcel services. All shipping and receipt documents should be filed at the receiving location.

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KS409.12 Central Supply Office shipments.

The Central Supply Branch is no longer a source for departmental and agency forms.