

## Acronyms that are used throughout the Buying Manual

<b>Acronym</b>	<b>Name</b>
ACH	Automated Clearing House
APO	Automatic purchase order
BSC	Business Service Center
CFO	Chief Financial Officer
DFA	Division of Financial Affairs
EHS	Environmental Health and Safety
End User/Unit/FTC/BSC	End user / Unit / Financial Transaction Center / Business Service Center
E&I	Educational & Institutional Cooperative Purchasing
FOB	Free on board
FTC	Financial Transaction Center
GSA	General Services Administration
ID	Identification
IFB	Invitation for bid
KFS	Kuali Financial System
MMCAP	Minnesota Multistate Contracting Alliance for Pharmacy
PDF	Portable document file
PO	Purchase order
POA	Purchase order amendment
PSA	Preferred Supplier Agreement
REQ(S)	Requisition
RFI	Request for Information
RFQ	Request for Quotation
RFP	Request for Proposal
VP	Vice President