

ACCOUNTING AND PROCUREMENT ACRONYMS

Acronym	Meaning	Notes
BOG	Board of Governors	Oversees the operation and management of the Florida public university system.
CO	Change Order	Required when making a change to a Requisition
COI	Certificate of Insurance	Required for all services performed on campus
CN (WD)	Customer invoice	Invoice received from vendor
CR (WD)	Customer receipt	Receipt against a purchase order
DBA	Doing Business As	Legal Alias for a company
ER (WD)	Expense Report	Required for all P-Card purchases
FS	Florida Statutes	Laws that govern the state of Florida
ITB	Invitation to Bid	Formal Solicitation issued by Procurement
ITN	Invitation to Negotiate	Formal Solicitation issued by Procurement
JE	Journal entry	An entry to correct an error if it cannot be adjusted at the source document
MBE	Minority Business Enterprise	Type of vendor classification
MSA	Master Supplemental Addendum	Required when a Supplier submits their Terms and Conditions

ODP	Owner Direct Purchase	When the university purchases items for a project to benefit tax savings
PCARD	Procurement Card	University credit card
PO	Purchase Order	Issued after a request to purchase has been approved
PR(WD)	Purchase Requisition	Request to purchase goods/services
PSC	Personal Services Contract	Contract for professional services such as, consultants/Independent contractor
REQ	Requisition	Request to purchase goods/services
RFI	Request for Information	Can be formal or informal solicitation
RFP	Request for Proposal	Formal Solicitation issued by Procurement
RFQ	Request for Quote	Informal Solicitation issued by Procurement
SC (WD)	Supplier Contract	
SN (WD)	Supplier Invoice Number	
AOC	Advice of Change	Amendment to a contract