

ACKNOWLEDGEMENT OF CONTRACT (AOC) PROCEDURES

❖ **ESTABLISHMENT OF NEW ACKNOWLEDGEMENT OF CONTRACT (AOC) PROCEDURES**

The department must verify that the contractor is a governmental entity. The department must create a contract document between the parties that includes at a minimum: the contract start and end dates, the contract terms including payment arrangements, the contract value for the contract period, contract terms and conditions, and the signatures of a duly authorized representative of the department and of the governmental entity. **Prior to the contract start date**, the department must submit a requisition (SAM II Non Pre-Encumbering Requisition [NR] document) requesting that an AOC contract be established in SAM II and forward a completed AOC Worksheet (<http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets>) and a copy of the contract document to:

Attn: Carmela Thornton
Office of Administration, Division of Purchasing and Materials Management
Room 630, Truman Building, PO Box 809
Jefferson City, MO 65102 **Or** E-mail to purchmail@oa.mo.gov

The DPMM will notify the contact person listed on the AOC worksheet that the contract has been established in SAM II system.

❖ **AMENDMENT OF CURRENT ACKNOWLEDGEMENT OF CONTRACT (AOC) PROCEDURES**

The department must create a contract amendment document between the parties that include the contract terms changes and the signatures of a duly authorized representative of the department and of the government entity. The department must submit a requisition (SAM II Non Pre-Encumbering Requisition (NR) document) along with the completed AOC worksheet (<http://content.oa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets>) and a copy of the contract amendment to:

Attn: Carmela Thornton
Office of Administration, Division of Purchasing and Materials Management
Room 630, Truman Building, PO Box 809
Jefferson City, MO 65102 **Or** E-mail to purchmail@oa.mo.gov

The DPMM will notify the contact person listed on the AOC worksheet that the contract amendment has been processed in the SAM II system.

ACKNOWLEDGEMENT OF CONTRACT (AOC) PROCEDURES

❖ **RENEWAL OF CURRENT ACKNOWLEDGEMENT OF CONTRACT (AOC) PROCEDURES**

The department must verify that the contractor is a governmental entity. The department must create a renewal contract document between the parties that includes at a minimum: the contract end date, the contract terms including payment arrangements, the contract value for the contract period, contract terms and conditions, and the signatures of a duly authorized representative of the department and of the governmental entity. **Prior to the contract renewal period start date**, the department must submit a requisition (SAM II Non Pre-Encumbering Requisition [NR] document) requesting that an AOC contract be renewed in SAM II and forward a completed AOC Worksheet (<http://content.aa.mo.gov/purchasing-materials-management/agency-information/special-approval-procedures-and-worksheets>) and a copy of the contract renewal document to:

Attn: Carmela Thornton
Office of Administration, Division of Purchasing and Materials Management
Room 630, Truman Building, PO Box 809
Jefferson City, MO 65102 **Or** e-mail to purchmail@aa.mo.gov

The DPMM will notify the contact person listed on the AOC Worksheet that the contract renewal has been processed in the SAM II system.