

## Instructions for Completion of the Semi-Annual Report of Contract Purchases

### General

This workbook is designed to collect semi-annual contract sales information in electronic form.

### Headings

Please enter all required information and verify any pre-entered information.

Please make corrections to any pre-entered information if needed.

The contract number, Federal Tax ID, and NYS Vendor ID is listed with your company's contact information starting on page 2 of the award.

Please indicate the appropriate report period MMDDYY to MMDDYY

(e.g. 01-01-12 to 06-30-12 or 6-30-12 to 12-31-12)

### Reporting information on Data entry sheet

List "Sold To (Entity)" and "State Agency Y/N" on each line. Complete remaining fields as appropriate. Use as many rows as necessary to report all sales for each Entity.

Once all information is reported for the first entity, repeat for second entity, then third, fourth, etc. Do not leave blank lines between Entities listed.

Continue entering information until all sales have been accounted for.

It may be necessary to use the down arrow key to bring up more blank lines.

Use as many lines as necessary.

### Column Headers Defined

#### Sold By . . .

Name of entity making the sale, either Contractor or Authorized Reseller/Dealer, as appropriate.

#### Fed ID

Federal ID of entity making the sale (Contractor or Reseller/Dealer/Distributor)

#### Vendor ID

NYS Vendor ID of entity making the sale (Contractor or Reseller/Dealer/Distributor)

#### NYS SB (Y/N)

If entity making the sale is a NYS Small Business, otherwise N

#### MBE (Y/N)

If entity making the sale is a Minority Business Enterprise, otherwise N

#### WBE (Y/N)

If entity making the sale is a Women Owned Business Enterprise, otherwise N

#### Sales Date

Date product was sold (MM,DD,YY)

#### Sold To (Entity)

This will represent the name of the authorized purchaser. Check key below for correct state agency at the time of purchase. For non-state agencies with multiple entries, enter consistent entity names on each line.

#### Sold To (Address)

This will represent the street address of the authorized purchaser. (e.g. 123 Madison Avenue)

#### Sold To (City,State, Zip Code)

This will represent the address of the authorized purchaser. (e.g. Albany, NY 12242)

#### State Agency Y/N

If a state agency report Y, all others report N

#### Contract Lot Number

Type of item being purchased (At minimum, OGS requires that the Contractor identify

**Item Number**

**Product Description**

**Qty**

**Unit Net Price**

**Total Price**

the following Lots: Lot I (Firearms), Lot II (Ar  
Lot IV (Batons) and Lot V (Holsters)

Item (stock/mfg) Number of item sold

This will include a description of the item and  
(i.e. .40 Caliber Pistol, 45 AUTO 230 GR FM  
Wood Baton 1.25"x26" with beaded grip) inc

Quantity of items sold

This will represent the actual price charged t

Total Price of Purchase (Quantity multiplied  
calculated automatically by the spreadshee

**Key to State Agency Names:**

State agency abbreviations are provided on the worksheet labeled "State Agency Abreviation

**Note:** The use of these abbreviations is required.

n.

t information

ropriate.

h etc.

aler/Distributor's name as

ctor or Reseller/Dealer/Distributor)

iness report Y, otherwise N

ess Enterprise report Y,

d Business Enterprise report Y,

ed user (e.g. DSP)

abbreviations.

please

authorized user location

ized user location

N.

ammunition), Lot III (Handcuffs),

Model being purchased

1J, Chain Style Handcuffs,

Include Mode # if applicable

to the Authorized Contract User

(by Unit Net Price)

Unit.

IS".



## Key to State Agency Names:

Note that the use of the following list of state agency abbreviations is required.

If you are entering a state entity not listed below please contact your OGS Contract Administrator for the correct code.

<b>AGENCY NAME</b>	<b>AGENCY ABBREVIATION</b>
ADIRONDACK PARK AGENCY	APA
ADVOCATE FOR THE DISABLED (OFFICE OF THE)	OAPWD
AGING (OFFICE FOR THE)	AGING
AGRICULTURE AND MARKETS (DEPARTMENT OF)	AGMKTS
ALCOHOLISM AND SUBSTANCE ABUSE SERVICES (OFFICE OF)	OASAS
ALCOHOLIC BEVERAGE CONTROL (DIVISION OF)	ABC
ARTS (COUNCIL ON THE)	ARTS
ATTORNEY GENERAL, OFFICE OF THE	AG
ASSEMBLY, NEW YORK STATE	NYSA
BANKING DEPARTMENT	BANK
BATTERY PARK CITY AUTHORITY	BPCA
BOARD OF REGENTS	BOR
BRIDGE AUTHORITY	BA
BUDGET (DIVISION OF THE)	DOB
CANAL SYSTEM	CANAL
CENTRAL PINE BARRENS JOINT PLANNING and POLICY COMMISSION	CPB
CHILDREN AND FAMILY SERVICES (OFFICE OF)	OCFS
CITY UNIVERSITY OF NEW YORK	CUNY
CIVIL SERVICE (DEPARTMENT OF)	CS
COMPTROLLER (OFFICE OF THE STATE)	OSC
CONSUMER PROTECTION BOARD	CPB
CORRECTIONAL SERVICES (DEPARTMENT OF)	DOCS
CORRECTIONAL SERVICES, (DIVISION OF) INDUSTRIES	DICS
COUNCIL ON CHILDREN AND FAMILIES	COUNCIL
COURT ADMINISTRATION (OFFICE OF)	OCA
CRIME VICTIMS COMPENSATION BOARD	CVB
CRIMINAL JUSTICE SERVICES (DIVISION OF)	DCJS
DEVELOPMENTAL DISABILITIES PLANNING COUNCIL	DDPC
DOMESTIC VIOLENCE, NYS OFFICE FOR PREVENTION	PDV
DORMITORY AUTHORITY	DORM
EDUCATION DEPARTMENT	ED
ELECTIONS, STATE BOARD OF	SBE
EMERGENCY MANAGEMENT OFFICE	SEMA
EMPIRE STATE DEVELOPMENT (DEPARTMENT OF)	ESD
EMPLOYEE ASSISTANCE PROGRAM (NYS)	EAP
EMPLOYEE RESEARCH AND INFORMATION CENTER	ERIC
ENERGY RESEARCH AND DEVELOPMENT AUTHORITY	ERDA
ENVIRONMENTAL CONSERVATION, (DEPARTMENT OF)	DEC
ENVIRONMENTAL FACILITIES CORPORATION	EFC

ETHICS COMMISSION	ETH
EXECUTIVE CHAMBER	EC
<b>AGENCY NAME</b>	<b>AGENCY ABBREVIATION</b>
FAMILY ASSISTANCE (DEPARTMENT OF)	DFA
FINANCIAL CONTROL BOARD	FCB
GENERAL SERVICES (OFFICE OF)	OGS
GIS CLEARING HOUSE	GIS
GOVERNMENT INFORMATION LOCATOR SERVICE	GILS
GOVERNOR'S OFFICE	GOV
GOVERNOR'S OFFICE OF EMPLOYEE RELATIONS	GOER
GOVERNOR'S OFFICE FOR SMALL CITIES	GOSC
GOVERNOR'S TRAFFIC SAFETY COMMITTEE	GTSC
HEALTH (DEPARTMENT OF)	DOH
HIGHER EDUCATION SERVICES CORPORATION	HESC
HOUSING AND COMMUNITY RENEWAL (DIVISION OF)	DHCR
HOUSING FINANCE AGENCY	HFA
HUDSON RIVER PARK	HRP
HUDSON RIVER VALLEY GREENWAY	HRVG
HUMAN RIGHTS (STATE DIVISION OF)	DHR
INSPECTOR GENERAL (OFFICE OF THE)	IG
INSURANCE DEPARTMENT	INS
INSURANCE FUND, STATE	SIF
JUDICIAL CONDUCT (STATE COMMISSION ON)	SCJC
LABOR (DEPARTMENT OF)	DOL
LAW (DEPARTMENT OF)	LAW
LIEUTENANT GOVERNOR	LG
LEGISLATURE	LEG
LOBBYING (STATE COMMISSION ON)	LOBBY
LOTTERY (DEPARTMENT OF)	LOTTERY
MENTAL HEALTH (OFFICE OF)	OMH
MENTAL RETARDATION AND DEVELOPMENT DISABILITIES (OFFICE OF)	OMRDD
METROPOLITAN TRANSPORTATION AUTHORITY	MTA
MILITARY AND NAVAL AFFAIRS (DIVISION OF)	MNA
MOTOR VEHICLES (DEPARTMENT OF)	DMV
NEW YORK MORTGAGE AGENCY	NYMA
PARKS, RECREATION & HISTORIC PRESERVATION (OFFICE OF)	PARKS
PAROLE (DIVISION OF)	DOP
POWER AUTHORITY	POWER
PROBATION & CORRECTIONAL ALTERNATIVES (DIVISION OF)	DPCA
PUBLIC EMPLOYMENT RELATIONS BOARD	PERB
PUBLIC SERVICE COMMISSION	PSC
QUALITY OF CARE FOR THE MENTALLY DISABLED (COMMISSION ON)	CQC
RACING AND WAGERING BOARD	RWB
REAL PROPERTY SERVICES (OFFICE OF)	ORPS
REGULATORY REFORM (GOVERNOR'S OFFICE OF)	GORR
ROOSEVELT ISLAND OPERATING CORPORATION	ROC
SENATE, NEW YORK STATE	SENATE

SOCIAL SERVICES (DEPARTMENT OF)  
STATE (DEPARTMENT OF)  
STATE POLICE (DIVISION OF)  
STATE UNIVERSITY OF NEW YORK

**AGENCY NAME**

TAXATION AND FINANCE (DEPARTMENT OF)  
TAX APPEALS (DIVISION OF)  
TECHNOLOGY, OFFICE FOR  
TEMPORARY DISABILITY ASSISTANCE, OFFICE OF  
THRUWAY AUTHORITY  
TRANSPORTATION (DEPARTMENT OF)  
UNIFIED COURT SYSTEM  
VETERANS' AFFAIRS (DIVISION OF)  
WOMEN (DIVISION FOR)  
WORKERS' COMPENSATION BOARD

DSS  
DOS  
DSP  
SUNY

**AGENCY ABBREVIATION**

TAX  
DTA  
OFT  
OTDA  
TWY  
DOT  
UCS  
VET  
WOM  
WCB