



**To:** Statewide contract suppliers

**From:** Audits, State Purchasing Division (SPD)

Congratulations on doing business with the State of Georgia! This guide is designed to help you on which entities to include on your quarterly sales reports to the Department of Administrative Services (DOAS). DOAS establishes Statewide contracts (SWCs) for the benefit of both state and local government entities in the State of Georgia. SWCs require suppliers to submit quarterly sales reports and administrative fees to DOAS.

**Q. What type of entities **SHOULD** be reported on a Quarterly Sales Report?**

A. State and local government entities, as described below.

**State Entities:** State offices, agencies, departments, boards, commissions, public universities and colleges, and other entities of the State of Georgia.

- State agencies: <https://georgia.gov/state-organizations>
- Public colleges and universities: <https://www.usg.edu/institutions/>

**State agencies,  
authorities, and  
commissions**

Usually contains "Georgia Department of ", "Commission", or "Authority" in the name

Examples: Georgia Department of Transportation, Georgia Technology Authority, Forestry Commission

**University System  
of Georgia**

Usually contains "State College", or "State University" in the name

Examples: Georgia State University, Georgia Institute of Technology, Dalton State College

**Technical College  
System of Georgia**

These will have technical college in their name. A list can be found at [tcsg.edu](http://tcsg.edu)

Examples: Georgia Northwestern Technical College, Ogeechee Technical College, Piedmont Technical College

**Local Entities:** Local government entities, including counties, cities, and school districts are authorized by state law to purchase their supplies, materials, and equipment through statewide contracts if they so desire. All products and services offered by suppliers pursuant to statewide contracts may be offered to local political subdivisions with the terms of such statewide contracts.

- **Cities and counties:** A list of cities and counties in Georgia is maintained by the Georgia Department of Community Affairs ([dca.ga.gov](http://dca.ga.gov)).
- **Local government authorities:** A list and types of local government authorities is maintained by the Georgia Department of Community Affairs ([dca.ga.gov](http://dca.ga.gov)).
- **Public school districts:** A list of public schools and school systems is maintained by the Georgia Department of Education ([www.gadoe.org](http://www.gadoe.org)). Each county in Georgia has a local school system, as well as many Georgia cities.

## Cities and Counties

**Cities:** usually contain "City of" or "Town of" in their name.

**Counties:** Usually contain County in the name or could be listed as Board of Commissioners

Cities and counties can also be in the form of a consolidated government. Examples: Athens-Clake County, Augusta-Richmond County, Columbus-Muscogee County

## Local Government Authorities

In Georgia, there are many different types of authorities, such as:

- Development
- Downtown Development
- Hospital
- Housing
- Joint Development
- Recreation
- Regional Jail
- Regional Solid Waste Management
- Residential Care Facilities for the Elderly
- Resource Recovery Development
- Urban Residential Finance

## Public School Districts

Local school districts could be under different names, such as public schools, school system, or board of education. Examples: Long County Board of Education, Dougherty County School System, Atlanta Public Schools

State-run schools include:  
Atlanta Area School for the Deaf  
Georgia Academy for the Blind  
Georgia School for the Deaf

**Q. What type of entities SHOULD NOT be reported on a Quarterly Sales Report?**

A. Only state and local governments should be allowed to use a statewide. Examples of entities that have appeared on quarterly sales reports, which should not have been, include the following.

- **Federal Agencies:** Federal agency names typically start with U.S. or United States. Examples of Federal agencies include U.S. Department of Agriculture, U.S. Department of Labor, Social Security Administration.
- **Private K-12 schools:** The Georgia Department of Education ([www.gadoe.org](http://www.gadoe.org)) maintains a list of private schools. Private schools can both non-profit and for-profit. Any school not falling under the governance of a local board of education or the school board of education is a private institution. The main different between a private and public school is the source of funding. Public schools are funded by local, state, or federal funds, whereas private schools are funded through tuition. Charter schools can be public or private. The school's website usually states how the school is governed and how it is funded.
- **Private colleges and universities:** Common mistakes we see on the quarterly sales reports are the reporting of sales made to private institutions, such as: Morehouse University, Mercer University, Brenau University, Spellman College, Atlanta University Center Inc., Emory University, Berry College, and Agnes Scott College.
- **Corporations (Co., LLC, Corp., Inc., etc.):** Any business that requires registration with the Corporations Division of the Georgia Secretary of State. <https://ecorp.sos.ga.gov/BusinessSearch>.
- **For-profit entity:** Entities which lease a location on-site or is co-located with a public entity. These entities could be businesses that are set up in an incubator at a public university, companies that are co-located in university labs, etc.

**Q. What information should I report on the sale?**

A. The more detail you can provide about what was purchased and who purchased it the better.

Good reporting elements include:

- A purchase order number or invoice number in the transaction ID field
- Providing a part number or SKU
- The name of the state or local government entity
- Date of payment
- Full customer addresses

Bad reporting elements include:

- Leaving the transaction ID field blank
- Abbreviations
- Leaving fields blank
- Listing only a city as the customer address
- Using "business office", "accounts payable", or "State of Georgia" as the customer name
- Not providing a payment date or only providing partial information in this field

Please remember quarterly sales reports are audited so the accuracy and completeness of what is reported is important. If you have questions regarding what to report on the quarterly sales report, please do not hesitate to contact the contract manager assigned to your contract.