FAQ

Questions about Procurement Procedures

- Where Do I Order Office Supplies?
- Food Purchase Requests
- How Do I Deny a Requisition or Budget Transfer?
- How Do I Find a Lost Requisition?
- How Do I Process On-Campus Vendor Purchases?
- Relocation/Moving Procedure
- RFP vs Bidding
- Discounted Hotel Rates for Guests of A-State
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- Commodity Codes

Where Do I Order Office Supplies?

Office supplies are no longer on a mandatory state contract. ASU encourages using the preferred cooperative contract at Staples for office supply purchases. P-Cards can be used at the Office Depot store.

GSS/Staples, Inc:

- GSS is a minority E & I Cooperative - CR001309 office supplier for A-State.

Office Depot, Inc:

  - Office Depot is a State Contract (SP-19-0069) office supplier for A-State.
  - Link to order: https://business.officedepot.com/

Food Purchase Requests

Food Purchase Requests:

Departments must complete the Food Purchase Request form when using state funds to purchase food. The form is to be used for food purchases, for both on or off campus, events not provided by Sodexo, Inc., our Dining Services vendor. The form is not required when food is purchased using A-State Foundation or Student Agency funds.

- **On-Campus facilities** include all buildings on the Jonesboro campus with the exception of the Judd Hill Center.
- **Off-Campus facilities** include restaurants, parks, and other establishments not on the Jonesboro campus.

Sodexo **must** be used to cater the event when the event is held on campus.

On-Campus Official Functions

• Food purchased for an on-campus function must be purchased through Sodexo, Inc.

• In the event, Sodexo is unavailable, the Food Purchase Request Form must be approved by Sodexo, Inc., **PRIOR** to ordering from an off-campus vendor.

Required Approvals
• All food purchase requests for off-campus official functions must be approved by Sodexo, the department head, chair, dean, and vice chancellor **PRIOR** to the event.

FOOD FORM

Sodexo Signature is NOT required on Food Form:
• Candidate Interview meals
• Donor meals
• Official Recruit meals
• Food purchases provided by Sodexo
• Classroom experiment food
• Coffee/WATER & supplies for University guests only
• Candy for community fairs, recruitment trips, and other University functions.
*Candy for the department is not allowed.
• Meals outside of Jonesboro

Sodexo Signature Required on Food Form Prior to Event
• Food purchased for an off-campus official function in Jonesboro
• Food purchased for an on-campus official function where Sodexo is unable to provide meal.
• Athletic Team meals

How Do I Deny a Requisition or Budget Transfer?

Note: Initiators can deny their own requisitions until the last person in the approval queue approves it.

1. Click on the Self-Service Banner (SSB) icon in myCampus.
2. Click on the Finance menu.
3. Click on the Approve Documents link.
4. Click Submit Query.
5. Click on the Disapprove link for the document that needs to be denied.
6. Click on the Disapprove Document button. Once this is done you will receive an e-mail stating the document has been disapproved. You can now login to Internet Native Banner (INB) and make corrections or delete the document.

How Do I Find a Lost Requisition?

If you have been timed out in the middle of processing a requisition and forgot to write down a requisition number, please use the following steps to find your lost requisition.

1. In Banner, go to **FPIREQN**
2. Click on the arrow beside the word Requisition (leave the requisition field blank).
3. When the screen opens, click on the Enter Query icon to erase all the fields.
4. Tab over to the field Requestor Name and type in the wildcard (**%**), the last name of the initiator and then the wildcard (**%**) again.
5. Tab over to the Request Date field. Type in the date the requisition was entered. The date format must be: **DD-MM-YYYY**.
6. Click on the Execute Query icon.
7. When you locate the lost requisition, double click on the requisition number and it will open the requisition for completion.

How Do I Process On-Campus Vendor Purchases?

On-Campus Purchasing

Facilities Management

Vendor ID: 50545085

Sign Shop:
Commodity Code: **08030**
Account Code: **711311** – Other Supplies and Materials
Address Type: PO Sequence 4

Description Guidelines
When entering a requisition, please provide a clear and complete description for each item.

Incorrect Example:
Name Tags

Correct Example:

- **Description:** Name Tags for Student Guests
- **Item Text:**
  Joe Doe – Valley View High School
  Jay Jones – Jonesboro High School
  Jane Doe – Bay High School
  Aliyah Garcia – Nettleton High School

Warehouse/Central Receiving:

Commodity Code - **64565 -** Facilities Management Warehouse Supplies
Account Code - **711302 -** Office Supplies
Address Type - PO Sequence 5

Zone Maintenance:

Commodity Code - **91041 -** Facilities Management Zone Maintenance
Account Code - **710401 -** Buildings and Grounds Repair and Maintenance
Address Type - PO Sequence 6

Lock Shop:

Commodity Code - **91043 -** Facilities Management Lock Shop
Account Code - **710401 -** Buildings and Grounds Repair and Maintenance
Address Type - PO Sequence 1

Landscape:

Commodity Code - **91044 -** Facilities Management Landscape and Grounds
Account Code - **710401 -** Buildings and Grounds Repair and Maintenance
Address Type - PO Sequence 7

Motor Pool:

Commodity Code - **96217 -** Bus Services
Account Code - **711701 -** Other Expenses and Services
Address Type - PO Sequence 11

1. Request a quote via email from servicing department in Facilities Management.
2. Initiate a non-confirming requisition.
3. Enter Vendor ID and select the appropriate PO Address Type for the servicing department.
4. Select Document Text from the Related menu and enter the following:
    1. Enter the name of the servicing department employee that provided the quote.
    2. Enter the contact person, phone number, email address, and location (building and room).
5. Enter Commodity Code from the list above.
6. Enter the specific Description beginning with a noun (*Example*: Paper copy 8.5x11-10 reams).
7. Select Item Text from the Related menu to enter additional information about the commodity.
8. Tax Group 'NT' is defaulted in, do not change it.
9. Enter the Quantity.
10. Enter the Amount from the quote.
11. Repeat steps 5-10 for each additional item. Each item will need a separate Commodity record.
12. Write the requisition at the top of the quote received from Facilities Management via email.
13. Send quote to procurement@astate.edu.
14. Procurement will process the requisition and complete a purchase order. The PO will be sent to Facilities Management and the initiator.
15. Once the servicing department provides the good or services, the Work Order Center submits a work order as an Invoice to the department and Accounts Payable (AP).
16. The initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.
17. Accounts Payable will process the payment to pay the servicing department in Facilities Management.

For related questions, please see the Facilities Management web site or contact the Work Order Center at x2067.

For any Procurement related questions, please contact Procurement Services at x2028.

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Procurement Services is no longer accepting requisitions for the Facilities Management Sign Shop.

All Sign Shop purchases must now be processed internally using the **Sign Shop Request Form**, available at the following link:

Sign Shop Request Form

Please use this form for all future requests.

Printing Services

Vendor ID: 50007261

Use the following Commodity Codes:

Business Cards - **96607**
Letterhead - **96651**
Envelopes - **96631**
Other Printing - **96676**

1. Override the generic commodity code description with the specific description. Printing Services descriptions should begin with what you are purchasing. Enter the quantity in the description line.
   (Envelopes, Letterhead, Brochure, Flyer, Business Cards, Poster, Binding, Flip Cards, and Manuals)
   (*Example*: Business Cards for Dr. Doe Qt. 250)
2. Enter the quote/job ticket number in Document Text.
3. Do NOT use symbols such as @, #, %, & or abbreviate your description.
4. Any additional information for line items should be entered in Item Text.
5. Enter 'NT' in Tax Group field.
6. Email a copy of any back-up work (with the requisition number written on top) to procurement@astate.edu.
7. Procurement will process the requisition and complete a purchase order. Procurement will email a copy to A-State Printing Services and an email attachment to the requesting department.
8. Once the goods are delivered, the requesting department must receive in Banner.

Please see the A-State Printing Services web site for prices and estimates.

Information and Technology Services

Vendor ID: 50554137
Commodity Code: 91579

1. Obtain a quote from Information and Technology Services.
2. Initiate an online requisition to ASU Information and Technology Services.
3. Override the default Commodity Code description with the specific description and item number of the product being ordered.
4. Any additional information for line items should be entered in Item Text.
5. Enter quantity and amount.
6. Use Tax Group 'P' for services or 'U' for purchases.
7. Procurement will process the requisition and complete a purchase order
8. Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documents to Accounts Payable for payment.

For more information, see the Information and Technology Services web site.

Relocation/Moving Procedure

RELOCATION ALLOWANCE FOR NEW FACULTY AND PROFESSIONAL STAFF

To outline allowable relocation costs and to clarify non-allowable costs:

Arkansas Code 19-4-522 (5) (e) allows the payment of employee moving expenses from state funds by institutions of higher education. Within the fiscal limitations of departmental units of Arkansas State University a dean, director, or department head may pay an amount equivalent to up to 10% of the annual salary in moving expenses for new faculty or professional staff employees. The President, Chancellor, or a Vice Chancellor may authorize payments greater than this amount. The terms of agreement for payment of moving expenses should be included in the letter of appointment. The University's obligation applies to the movement of a "household" and does not constitute a separate allowance to each member of a family employed by the University.

Allowable Costs:

1. Moving the employee's household goods and personal effects.
2. Travel, including lodging but not meals, from the former residence to the new residence. This includes one night of lodging upon arrival at the new home destination. Subsequent nights of lodging are the responsibility of the employee.
3. Since it is often more economical to ship books by parcel post, individuals should investigate this possibility and should keep receipts to submit with their request for reimbursement.
4. If the faculty or professional member elects to move himself/herself (U-Haul, etc.) rather than utilizing commercial movers, receipts should be kept for vehicle or trailer rental charges, gasoline and oil purchases, toll charges, and special labor charges (other than the faculty or professional himself/herself) required in assisting with loading and unloading.

The University does not share in the following costs:

1. Storage of personal effects at either end of the move.
2. Additional insurance coverage over and above than normally carried by commercial moving companies.
3. Moving of household effects and personal books, not professional books, from an address other than the home address from which the individual is moving.
4. Tipping
5. Any subsequent moves from temporary to permanent housing not made within 6 months of the original move, nor agreed to upfront in writing as part of the employment offer.

Move scheduling should be done as soon as possible upon acceptance of employment, within one year from start of employment. Three written moving estimates must be secured for any amounts over $20,000. Estimates under $20,000 does not need bidding.

Payment will be made directly to the moving company by the university, or reimbursement for moving household goods and personal effects may be made to the employee, up to the amount authorized for the move. Original receipts are required for all reimbursements.

Procurement Services will not resolve any problems encountered with any moving companies. Regardless of how the employee manages a household move, moving expense payments to vendors of ASU employees must follow University Procedures.

During the move, the moving company may ask for guidance from the employee being moved. The employee being moved must understand that verbal instructions to the moving company may constitute a contract. ASU will not pay for verbal charges outside the written contract, and the employee will be solely liable. The moving employee needs to exercise caution to avoid this personal additional expense. When in doubt concerning a request from the moving company, call Procurement Services at 870-972-2028 for assistance.

THE FOLLOWING STEPS SHOULD BE FOLLOWED WHEN HOUSEHOLD GOODS MOVING SERVICES ARE REQUIRED.

1. Inform your new employee in writing of the allotted amount the department is willing to pay for moving expenses.
2. The new employee must attain three bids for any estimate over the $20,000 threshold. Estimates under $20,000 does not need bidding. Once they have received the cost estimates and selected the moving company, they should contact their ASU department with the information. The department should then follow through with an approved requisition to Procurement Services with the following information:
3. Name and phone number of employee moving;
4. Name of contracted moving company and quote number, if applicable
5. Date of move and any pertinent particulars needed to ensure a successful move; Copies of three the estimates (if over $20,000) or a written quote for submittal (if under $20,000). The employee should assure that the estimates/quote are within the authorized budget before the move takes place. Any questions should be directed to Procurement Services before the employee signs the contract.
6. Location employee is coming from and moving to.

For moves over $20,000 please see below:

Contract Vendor: Armstrong Relocation United Van Line

Contact Info: Rob Hurt - RHurt@goarmstrong.com or 800-288-7396

Armstrong will need the following information provided:

- Employee’s name
- Phone number
- Email address
- Moving location from and to.

- Lead Time: 10 day or 2 week advance notice
- E&I Contract Number

Minimum Order: 2,100 pounds

Discount: 66%

Fuel Surcharge: Not fixed. Dept of Energy determines monthly.

Armstrong will supply a written estimate not to exceed 10% quote

Insurance:

Full Replacement Value Coverage with NO DEDUCTIBLE is based on $5.00 x weight of the shipment up to $100,000 at NO COST

DURING THE MOVE

Armstrong Customer Service Rep: Pam James – 901/547-7392 or pjames@goarmstrong.com

- She will be in contact with the transferee before, during, and after each move.
- Satellite tracking capabilities are installed on all over the road trucks.

RFP vs Bidding

An RFP (Request for Proposal) is a document used to solicit detailed proposals for complex projects, while a bid is a response to a request for pricing or a simpler procurement process, often focusing on price as the primary factor.

Here's a more detailed comparison:
Request for Proposal (RFP):
Purpose: To find the best solution for a complex project, considering factors beyond price, such as experience, approach, and qualifications.

Scope:
Outlines project goals and asks for proposed solutions, encouraging vendors to provide customized proposals and demonstrate their expertise.

Evaluation:
The evaluation process is more subjective, considering various criteria beyond price, such as the proposed solution, contractor's experience, and the quality of the proposal.

Negotiation:
RFPs often allow for negotiating terms, including price, before a contract award.
Use Cases:
Suitable for projects requiring creativity and specialized expertise or where the solution isn't readily apparent.

Bid:
Purpose: To find a vendor for goods or services at the lowest price, often for standardized products or services.

Scope:
Typically involves a clear set of specifications and requirements, with the focus on price and compliance.
Evaluation:
The evaluation process is usually straightforward, with the lowest qualified bidder often winning the contract.

Negotiation:
Bids often involve a fixed price and limited negotiation opportunities.

Use Cases:
Suitable for projects with well-defined needs and where price is the primary factor.

Discounted Hotel Rates for Guests of A-State

Courtyard Jonesboro – 4811 East Johnson Ave - The Courtyard by Marriott in Jonesboro AR
Special rate at the Courtyard for parents and family members of ASU sports teams, band members, and cheer and dance.

Embassy Suites by Hilton Jonesboro Red Wolf Convention Center – 223 Red Wolf Blvd, Jonesboro, AR

Contact procurement@astate.edu for the discount code or contact Embassy Suites by Hilton Jonesboro Red Wolf Center – 1-800-EMBASSY

Hilton Garden Inn in Jonesboro – 2840 South Caraway Rd - The Hilton Garden Inn in Jonesboro AR
Discounts are already available for ASU students and faculty, as well as A-State travelers.

Contact: Shay Hilson – 870-931-7727 – shatawna.hilson@hilton.com

The Hotel at Huntington Square – 315 W Huntington Ave Ste B – Go to https://thehotelhs.net/
24-unit boutique hotel in downtown Jonesboro. The units consist of five two-bedroom suites, five three-bedroom suites, six one-bedroom suites, and nine studios. Pet friendly
Group rates for events are offered. Discount code: Astate10

Contact: Heather Walker-Clark - info@thehotelhs.net. 870-878-3100

What are the Processes for Purchasing Technology?

All technology purchases must be accessible to the visually impaired. This includes new technology purchases and software renewals.

A VPAT (Voluntary Product Accessibility Template) on most purchases will be required to verify the purchase is compliant with Arkansas law.

***The department is not required to obtain a VPAT from a state/cooperative contract items (ex. Dell).

Software cannot be purchased via the P-Card unless approved in advance to verify that it meets the requirements.

Software Purchases:

- **Software Purchase Request Form:** Before purchasing software, departments must submit the Software Purchase Request form along with the necessary documentation (e.g., VPAT and HECVAT or IT Security Questionnaire (PDF).
- **Security Review Process:** The IT Security team will review the submitted software documentation to ensure compliance with university and industry security requirements. The team will also work with the necessary users/departments to address any concerns with the vendor, if applicable.
- **Security Approval:** Once the software is approved by IT Security, the department will be notified and can proceed with the requisition process as per standard operating procedures. Procurement will also be notified of the security approval.
- **Existing Procurement Processes:** Please note that all current procurement processes remain in effect, including those for any purchases or contracts exceeding $20,000. Departments should contact Procurement at procurement@AState.edu for further guidance on these purchases.

Audio/Visual Equipment, Cisco Desktop Phone, Digital Signage, and TV Purchases: Contact ITS at 972-3033.

Cell Phone, MIFI and Data Plans (for iPads) - Contact ITS at 972-3033. You may also go to the Network & Wireless section of the Help Desk ticketing application.

On-Campus Purchasing from ITS
Vendor ID: 50554137

1. Obtain a quote from Information and Technology Services.

2. Initiate an online requisition to ASU Information and Technology Services.
3. Override the default Commodity Code description with the specific description and item number of the product being ordered.
4. Any additional information for line items should be entered in Item Text.
5. Enter quantity and amount.
6. Use Tax Group 'P' for services or 'U' for purchases.
7. Procurement will process the requisition and complete a purchase order
8. Procurement writes the PO number on the requisition, and then forwards the requisition and back-up documents to Accounts Payable for payment.

For more information, see the Information and Technology Services web site

Dell Purchases:
Vendor ID: 50005425

Use the following Commodity Codes:

- 20701 – Computer Supplies
- 20401 – Non-Capital Computers and Laptops
- 20402 – Capital Personal Computer

1. Request an e-quote from Shane Johnston, shanej@astate.edu
2. Initiate an order requisition
3. Override the default commodity code description with the description from the quote
4. Enter the following in Document Text:
    1. Line 1: 4600053723
    2. Line 2: E-quote number
5. Once the requisition is approved, Procurement will process it, place the order at Dell, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. Once the items have been delivered or picked up, the initiator should receive the items in Banner. When the order is incorrect, the initiator should contact Accounts Payable at 972-2315

Apple Purchases:
Information and Technology Services

Vendor ID: 50004884

Use the following Commodity Codes:

- 20701 - Computer Supplies
- 20402 - Capital Personal Computer
- 20404 - Non Capital-iPads, Tablets and Cell Phones
- 20401 – Non-Capital Computers and Laptops

1. Request a Apple Proposal from ITS, it_hardware@astate.edu
2. Enter an order requisition.
3. Override the default commodity code description with the description from the Apple Proposal received from ITS.
4. Enter the following in Document Text:
    1. Line 1: 4600055281
    2. Line 2: Apple Contract number 1013697
    3. Line 3: Account number 477550
    4. Line 5: Apple Proposal number
    5. Line 6: Who will this device(s) be for/Who will be responsible for the device(s)
5. Once the requisition is approved, Procurement will process it, place the order at Apple, add it_hardware@astate.edu to the email list, and complete a purchase order. An email attachment of the purchase order will be sent to the initiator
6. Once the items have been delivered or picked up, the initiator receive the items in Banner. When the order is incorrect, the initiator will need to contact ITS.

Please see the following guidelines for all ASU technology purchases:

- Technology Accessibility (VPAT)
- IT Security Questionnaire

Commodity Codes

96357	Postage Related Purchases-Stamps, Meters, etc
91558	Shipping Charged by Vendor
91559	Express Mail Services
96286	Freight Services-FedEx, UPS, Postal Service
91551	Information Highway Electronic Services
91575	Telephone Services-Cellular
91577	Telephone Services-Local & Long Distance
91579	Telecommunication Services-Other
91585	Telecommunication Relay Services
96515	Artwork-Camera Ready
96546	Graphic Design Services for Printing
96607	Business Cards Printed
96611	Card Printing-Tab, Post, Form, etc
96618	Copying Services
96622	Decal Printing
96628	Engraved & Embossed Services
96631	Envelope Printing
96642	Imprinting Services
96651	Letterheads Printed
96662	Offset Printing Booklet Saddle Stitch Binding (SM)
96671	Paper Cutting Drilling Folding Punching Shredding

96676	Printing Services-Other
96677	Printing Services
12510	Bindery Supplies
90820	Bookbinding Services
55762	Advertising Signage-Indoor
91501	Advertising Agency Services
91502	Advertising (Notice of Bid Solicitation)
91503	Advertising & Public Relations
91504	Advertising-Outdoor Billboard, etc
91571	Newspaper & Publication Advertising
91538	Film and Slide Processing Duplicating and Touch Up
03108	Air Curtains
03144	Air Conditioning/Furnace Filters
36010	Carpets & Rugs
36028	Nonslip Floor Coverings
36076	Tile & Carpet
87020	Awnings Metal and Wood
87070	Vertical Blinds
87090	Window Shades
91006	Buildings-Carpentry Maintenance & Repair
91013	Buildings-Elevator Installation, Repair & Maint
91015	Buildings-Door Installation, Repair & Maintenance
91027	Garbage/Trash Removal Disposal & Treatment
91030	Glass Replacement Maintenance and Repair

91039	Janitorial & Custodial Services
91041	Facilities Management Zone Maintenance
91042	Facilities Management Projects
91043	Facilities Management Lock Shop
91044	Facilities Management Landscape and Grounds
91045	Facilities Management Planning, Design, Constructi
91052	Buildings-Maintenance & Repair
91054	Buildings-Painting Maintenance & Repair
91059	Buildings-Pest Control
91060	Buildings-Plumbing Maintenance & Repair
91063	Public Utilities-Maintenance & Repair
91072	Buildings-Window Tinting Services
91082	Buildings-Wiring & Oth Electrical Maint & Repair
98836	Grounds Maintenance-Mowing, Trimming, etc
98888	Tree Trimming & Pruning Services
05504	Automotive Air Conditioners & Parts
06000	Automotive & Trailer Equipment, Generic
06009	Batteries For Electric Vehicles
06042	Automotive Filters-Air, Fuel, Oil, etc
06057	Automotive Glass & Supplies-Door, Windshield, etc
07564	Automotive Shop Equipment & Supplies
28760	Repairs-Electronic Equipment
86305	Tires & Tubes-Passenger Vehicles
86315	Tires & Tubes-Other

92917 Automotive Shop Equipment Maintenance & Repair

93107 Household Appliances Equipment Maint & Repair

93606 Awards, Trophies, Collectibles, etc Maint & Repair

93609 Alarm Equipment Maintenance & Repair

93648 Industrial Equipment Maintenance & Repair

93652 Luggage Handbags Purses Maintenance and Repair

93657 Police Equipment Maintenance & Repair

93673 Security & Access Systems Maintenance & Repair

93863 Laboratory Equipment/Accessories Maint & Repair

93881 Scientific Equipment Maintenance & Repair

93906 Audio Visual Equipment Maintenance & Repair

93921 Computers Maintenance & Repair

93927 Copy Machine Maintenance & Repair

93937 Electronic Equipment Maintenance & Repair

93954 Microfilm & Microfiche Equipment Maint & Repair

93959 Office Equipment Maintenance & Repair

93960 Office Machines Maintenance & Repair

93977 Sound Equipment Maintenance & Repair

93987 Typewriter Maintenance & Repair

95951 Marine Equipment Maintenance & Repair

55737 Gauges and Meters (Including Speedometers)

92815 Vehicle Maintenance & Repair

92884 Trailer Maintenance & Repair

96184 Water Sewage Garbage

96185	Utility Services
97105	Rent/Lease-Booth (Convention/Exhibit)
97145	Rent/Lease-Office Space
97155	Rent/Lease-Parking Spaces
97164	Rent/Lease-Residence
97165	Rent/Lease-Room for Seminar, etc
97167	Rent-Building/Rooms
97170	Rent/Lease-Storage Space
98512	Rent/Lease-Audio Visual Equipment & Accessories
98526	Rent/Lease-Copy Machines
98528	Rent/Lease-Coolers, Drinking Water
98560	Rent/Lease-Postal Equipment
97511	Rent/Lease-Airplanes Helicopters and Accessories
97586	Rent/Lease-Car, Truck, Van, etc
97168	Rent/Lease-Safety Deposit Box
97182	Rent/Lease-Portable Toilets
97513	Rent/Lease-Asphalt Equipment and Accessory
97516	Rent/Lease-Automotive Accessories
97535	Rent/Lease-Equipment with Operator
97537	Rent/Lease-Garbage Equipment
97540	Rent/Lease-Industrial Equipment
98141	Rent/Lease-Gas Equipment
98169	Rent/Lease-Storage Tank
98172	Rent/Lease-Tents & Supplies

98322	Rent/Lease-Clothing
98386	Rent/Lease-Uniforms
96348	Membership Dues
92460	Not For Credit Classes, Seminars, Workshops, etc
96337	Fees-Conference & Convention
96364	Registration Fees-Nontravel
91506	Audio Production
91507	Audio Recording
91514	Radio Broadcasting Services
91536	Facsimile (Fax) Services
91552	Journalistic Services
91572	Photography (Not Including Aerial Photography)
91582	Video Production
91583	Satellite Television Services
91596	Web Page Design & Management Services
91806	Administrative Consulting
91807	Advertising Consulting
91814	Appraisals Consulting
91820	Small Business Consulting
91832	Consulting Services-Other
91838	Education & Training Consulting
91843	Environmental Consulting
91849	Finance/Economics Consulting
91858	Governmental Consulting

91897	Utilities Consulting
92045	Software Maintenance & Support Services
92047	Computer Support Services
92091	Computer Based Training
92416	Course Development Services
92418	Alternative Educational Services
92419	Educational Research Services
92420	Examination & Testing Services
92474	Special Education Services
92477	Teacher Certification Services
92478	Teaching & Instruction Services
92675	Radiation Dosimeter Services
94610	Accounting & Billing Services
94611	Accounting Services-Other
95207	Alcohol & Drug Testing Services
95224	Cultural Administration & Promotion Services
95245	Food Stamps/Coupons
95290	Client Training & Instruction
95816	Business Management Services
95826	Construction Management Services
95847	Freight Management Services
95861	Insurance & Risk Management Services
95864	Laundry Management Services
95874	Personnel Management Services

90607	Professional Architect Services
90629	Environmental Architectural Services
90638	Architect Services-General Construction
91842	Engineering Consulting
92567	Mechanical Engineering
91874	Legal Consulting
94812	Ambulance Services
94846	Hospital Services
94855	Medical & Laboratory Services (Non-Physician)
94874	Professional Medical Services
94876	Psychologists/Psychological & Psychiatric Services
94880	Radiation Control & Leak Detection Services
94893	Medical Waste Disposal Services
94897	X-Ray Services
96161	Public Speaking Services
96168	Sports Professionals Services
95377	Property & Casualty Insurance
95352	Insurance & Insurance Services
95405	Laundry & Linen Service
96269	Temporary Personnel Services
92425	For Credit Classes, Seminars, Workshops, etc
96388	Tuition
96345	Licensing Fees
96316	Accreditation Fees

96339	Fees-Other
96341	Tournament Fees
96355	Permits
96356	Parking Placards and Permits
40501	Fuel, Oil, Grease & Lubricants, Generic
40503	Butane & Propane
40515	Gasoline-Automotive
40521	Gasoline-Marine White
01525	Chemicals Inks and Supplies
25080	Tests, Answer Sheets, Scoring Keys, etc
25522	Decals
31006	Envelopes-Clasp, String, etc
31024	Envelopes-Plain, Special (Colored wove White wove)
31030	Envelopes-Plain, Stock Sizes
31067	Envelopes-Shipping & Mailing
60001	Office Machines-Equipment
60015	Calculators & Adding Machines
60061	Fax Machine, Parts & Supplies
60072	Multi-Function Office Machines
60082	Shredders
60097	Vacuum Cleaners
60541	Office Supplies-Magnets
60569	Office Supplies-Scissors & Shears
60578	Seal-Notary & Departmental

61501	Office Supplies-Generic including Toner
61505	Office Supplies-Glue, Paste, etc
61509	Office Supplies-Binders
61515	Office Supplies-Books
61519	Calendars, Calendar Pads, & Stands
61525	Clipboards, Arch Boards, etc
61529	Correction Fluid
61533	Desk Accessories
61535	Office Supplies-File Cards
61539	File Dividers, Labels, Tabs, etc
61541	File Folders-Expanding Envelopes, Wallets, etc
61543	File Folders-Hanging Type & Accessories
61545	File Folders-Regular-Legal & Letter Sizes
61551	Labels, Seals, Reinforcements, etc
61562	Pads & Tablets-All Types
61569	Paper Clips, Clamps, Fasteners, etc
61572	Planners & Organizers
61577	Rubber Stamps, Stamp Pads, Stamp Ink, etc
61579	Rulers All Types
61580	Sheet Protectors-All Types
61581	Staples
61588	Office Supplies-Tape, Tape Dispensers
62060	Pencils & Accessories
62080	Pens-All Types

62081	Pen Refills-All Types
62086	Erasable Pens & Markers
62090	Markers & Highlighters
64501	Paper (For Office and Print Shop), Generic
64521	Bond Paper
64531	Card Stock
64533	Copy Paper
64551	Index Paper
64565	Facilities Management Warehouse Supplies
64569	Paper & Paper Products
64580	Stationery & Envelopes
86070	Tickets-Reserved Type
03723	Cards-Greeting & Gift
03734	Decorations-Christmas, Party, etc
03743	Gifts (Including Gift Certificates)
03752	Novelties & Advertising Specialty Products
04042	Animals-Marine Life
04087	Animals-Research & Other
04095	Wildlife & Pet Bands, Labels & Tags
05040	Drawing & Painting Supplies-Brushes, Canvas, etc
05060	Picture Frames & Framing Supplies
05212	Collectibles, Museum Pieces, etc
05264	Photographs
05272	Posters & Prints (Not Originals)

23245	String & Wire Art-Kits/Supplies
58000	Musical Instruments & Supplies
58035	Music Sheet & Folio
58040	Musical Instrument Repair-Parts & Supplies
58045	Musical Supplies
78501	School Equipment, Teaching Aids & Supplies
78505	Atlases, Charts, Globes & Maps
78515	Blackboards, Chalkboards & Dry Erase Boards
78520	Books-Class Register, Record & Plan
78530	Chalk, Crayons, Erasable Markers, etc
78532	Classroom Equipment & Supplies
78543	Display Cabinets, Cases, Files, Racks, Stands, etc
78544	Displays, Educational Kits, Models, etc
78545	Drawing & Art Supplies
78553	Educational Games & Toys
78557	Erasers & Cleaners-Chalkboard & Dry Erase Board
78570	Instructional Aids Courses Lesson Plans (Prepared)
78572	Lecterns, Rostrums, Speaker's Stands, etc
78573	Notebooks & Spirals
78576	Class Paper Items-Compositions, Scrapbook, etc
78580	Schoolroom Plays & Entertainment
78583	Presentation Systems Equipment
78587	School Resource Books & Materials
78589	School Equipment for Physically Handicapped

85515	Costumes & Accessories
85546	Lighting Control Systems and Accessories
85568	Scenery & Props
88001	Visual Educational Equipment & Supplies
11505	Biochemical Reagents & Tests-Antibiotic Assays,etc
17501	Chemical Laboratory Equip & Supplies, Generic
17503	Laboratory Aprons & Gloves
17511	Cells & Cuvettes
17513	Laboratory Chemicals
17515	Laboratory Cleaning Equipment & Supplies
17517	Laboratory Containers for Gases
17523	DNA or RNA Equipment
17527	Electrode Sensing Meters & Electrodes
17528	Electrophoresis Supplies
17532	Laboratory Filtering Apparatus & Filters
17542	Laboratory Glassware
17565	pH Buffer Solutions, Indicators & Papers
17567	Pipetters & Dispensers
17571	Platinum Ware Boats, Crucibles, Dishes, etc
17574	Reagents & Chemicals-Ultrapure
17582	Stirrers, Blenders, Homogenizers, Mixers & Shakers
17585	Laboratory Syringes -Manual & Automatic
18004	Acids-Inorganic
18006	Acids-Organic

19025	Alcohol-Ethyl, Isopropyl, Methyl, etc
19036	Chemicals & Solvents-Bulk
19340	Diagnostic Reagents & Tests
19348	Drug Assay & Screening Test Kits
19389	Chemistry Test Kits & Supplies
19395	Virology Test Equipment & Supplies
26972	Pharmacy & Misc Drugs
26980	Serums, Toxoids & Vaccines
34540	First Aid & Safety Teaching Equipment/Supplies
34556	Hats & Helmets
43012	Containers (For Liquefied Gases) Large Dewars
43027	Gas Cylinders Empty Commercial Sizes
43033	Gas Mixtures-Special Purpose
43042	Laboratory Gases
43051	Noble (Inert) Gases
43072	Rare or Highly Purified Gases
43092	Welding & Industrial Gases
47013	Anatomical Braces and Supports Arm Slings Back Sup
47501	Hospital & Medical Related Accessories, Generic
47544	Hosiery-Orthopedic & Surgical
47555	Medical Examination Equipment & Supplies
47580	Syringes & Needles Hypodermic, Reusable
47595	Vacuum Blood-Collecting Sets
49001	Laboratory Equip & Supplies: Analytical, Generic

49301	Laboratory Equip: Biochemistry, Generic
49501	Laboratory & Field Equip & Supplies, Generic
49510	Laboratory Animal Cages & Supplies
49515	Aquariums & Supplies
49520	Biology Equipment & Supplies
49526	Biology Specimens & Cultures
49575	Prepared Slides (Microscope)
62515	Optical Calibration Equipment
62546	Optical Components-Blanks, Domes, Filters, etc
87567	Repellants-Animal & Birds
88574	Water & Wastewater Treating Chemicals
01930	Crops & Grains
04506	Appliances Small Electric
04530	Disposal Units (Household)
04551	Mixers Food (Household Types)
32501	Feed, Bedding, Vitamins for Animals, Generic
32505	Animal Food & Feed
33536	Fertilizer-Ferrous Sulfate & Chelates of Iron-Zinc
33540	Fertilizers-Liquid
59510	Bedding Plants & Cuttings
59515	Flower Bulbs & Seeds
59528	Flowers-Fresh
59540	Nursery, Greenhouse & Floral Supplies
59570	Trees-All Types

59588	Vases, Flower Pots, etc
67540	Insecticides and Fungicides
79020	Grass-Seeds
79050	Grass-Sod
79070	Top Soil, Fill Dirt, Sand, etc
79080	Vegetable Seeds
81001	Spraying Equipment
20413	Cables-Printer, Network etc
20432	Drives-External (Jumpdrives, Flash Drives, etc)
20439	DVD Duplicators
20472	Computer-Power Supplies & Parts
20701	Computer-Supplies, Generic
20730	Compact Disks (CD), DVD ROM, etc
20775	Projectors and Accessories
28029	Communications Cable
65529	Cameras
84001	Television Equipment and Accessories
84040	TV Audio Video Equip and Accessories-Non Capital
88043	Projection Screens, Interactive Whiteboards
20401	Non Capital-Computers and Laptops
20403	Non Capital-Printers, Copiers and Projectors
20404	Non Capital-iPads, Tablets and Cell Phones
20405	Campus Card Tap Reader
20488	Scanners Document Handheld Desktop and High Volume

20801	Computer Software, Generic
20811	Application Software
20837	Database Software
20841	Engineering Software
20854	Internet & Website Software
03778	Souvenirs-Promotional, Advertising, etc
71530	Display Exhibit & Promotional Materials
95635	Internet Database Subscriptions
95638	Library Services-Other
95640	Magazine Subscriptions
95649	Newsletter Subscriptions
95650	Newspaper Subscriptions
95658	Professional Document & Publication Subscription
95660	Professional Journal Subscriptions
95670	Research Services
95685	Training Material Subscriptions
04501	Household Appliances & Equipment
08030	Facilities Management Sign Shop Supplies
08078	Trophies, Plaques, Awards, Certificates, etc
08080	Campus Card Badges and Temporary Cards
15001	Builder's Supplies, Generic
15008	Cabinets Counters Shelves Storage Ready-Made
15010	Construction Materials (Not Otherwise Classified)
19532	Costume Jewelry

20010	Athletic Clothing
20016	Coats, Jackets, Parkas, Vests (Cold Weather)
20025	Dresses, Skirts, Blouses
20028	Formal Clothing (Tuxedos, Formal Gowns, etc)
20070	Shirts-Dress & Casual
20074	Silk Screened Shirts, Jackets, Hats, etc
20085	Uniforms
20087	Uniforms Synthetic Fabric
20142	Gloves-All Types
20167	Robes, Caps & Gowns (Choir & Graduation Types)
24070	Plastic Ware-Dishes, Pots, Pans, Trays, etc
28506	Ballasts
28545	Lamps-Projector
28547	Lamps-Decorative, Household
28549	Lamps-Miscellaneous
28551	Science Lamps-Microscope, etc
28554	Lighting Fixtures-Indoor
28556	Lighting Fixtures-Outdoor
28569	Misc Electrical Equipment & Supplies
28712	Batteries & Hardware For Electronics
30535	Drawing Boards Curves Protractors Templates Triang
30542	Engineering Supplies-Misc
30550	Engineering Field Equipment
30559	Maps-Engineering/Topographical

32071	Screws-All Types
34084	Sprinkler Heads and Systems
35010	Banners, Pennants, Flags, etc
41501	Furniture-Laboratory
42001	Furniture-Cafeteria & Library
42501	Furniture-Office
44077	Window Glass
44501	Hand Tools, Accessories & Supplies, Generic
44539	Hand Tools
44561	Scoops, Shovels, Spades, Spading Forks, etc
44582	Tool Sets-All Types
45006	Batteries-Dry Cell
45031	Flashlights & Spotlights-Security Type
45032	Flashlights & Lanterns-Battery Type
45034	Garbage Cans Containers and Racks
45055	Locks & Keys
45061	Pails, Buckets, Tubs, etc
45062	Pads, Equipment Foundation, All Types
45078	Animal Traps & Snares
45093	Wire Stretchers
48500	Janitorial Supplies, Generic
48540	Janitorial Disinfectants
48565	Janitorial Equipment & Supplies
48572	Mops-Heads & Handles, Wet Types

52501	Library & Archival Equip, Machines, Generic
52505	Archival Storage Materials (Acid Free)
52510	Library Binders, Covers, Jackets, Protectors, etc
52530	Book Mending, Rebinding & Repairing Supplies
52540	Book Security Systems-Equipment & Supplies
52570	Library Labeling Supplies
52580	Library Supplies-Miscellaneous
53050	Duffle & Tote Bags
54001	Lumber, Siding & Related Products, Generic
54023	Lumber-Hardwood, All Types
54062	Plywood-Hardwood Type
54078	Sawdust & Shavings
63001	Paint & Related Products, Generic
63056	Paint-House & Trim
63064	Spray Paint
63543	Paint Equipment-Accessories & Supplies
64008	Bags-Food Storage (Including Freezer Type)
64025	Corrugated Boxes & Sheets
64028	Gift Wrap, Tissue Paper, Ribbons, etc
64050	Paper-Cups, Doilies, Napkins, Plates, Straws, etc
64060	Plastic & Styrofoam-Cups, Forks, Plates, etc
64075	Toilet Tissue, Paper Towels & Toilet Seat Covers
65515	Camera Accessories-Batteries, Flash, etc
65525	Camera Carrying Cases

65560	Darkroom Supplies
65801	Pipe & Tubing-Accessories, Generic
65860	Pipe-PVC
65897	Tubing
65906	Pipe & Tubing-Adapters
65930	Pipe & Tubing-Connectors
65933	Pipe & Tubing-Couplings
65987	Pipe & Tubing-Unions
65997	Pipe Fittings-Miscellaneous
66530	Engraving Machines (For Nameplates) Accessories an
66542	Laminating Presses, Film, ID Pouches & Supplies
66560	Plastic Rods & Tubes
66576	Polycarbonate Sheets
67001	Plumbing Equipment, Fixtures & Supplies, Generic
67057	Plumbing Equipment, Accessories & Supplies
68002	Access Control Systems & Security Systems
68032	Burglar Alarms
72501	Radio Communication Equipment
73510	Rags, Shop Towels, etc
80005	Boots & Shoes-Athletic, Sportsman Type
80040	Shoes-Women and Girls
80070	Shoes-Orthopedic
80112	Sign-Brackets & Holders
80158	Signs-Billboard, Advertising, etc

80183	Signs-Non-Advertising
80316	Disc Players-Compact, MP3, etc
80385	Tape Recorders, Tape Players, etc
80501	Sporting Goods & Athletic Equipment
80515	Athletic Awards-Medals, Plaques, Trophies, etc
80523	Bags-Sports Equipment
83255	Tape (Not Otherwise Classified)
85012	Blankets Bedding Mattresses
85051	Fabrics-Synthetic & Artificial
85076	Table Linens
89501	Welding Equipment & Supplies
89590	Welding Electrodes, Flux Rods, Wire & Soldering
42504	Non Capital-Miscellaneous Equipment
78502	Books
37501	Food
37550	Pastry Shells
39028	Fruits-Fresh
39035	Ice
39042	Dry Ice
39084	Vegetables-Fresh
39091	Drinking Water
39334	Candy
39377	Soft Drinks
96117	Sodexo Catering

96347	Meals-Nontravel
29500	Resale Inventory
96379	Other Taxes
96102	Administrative Services
96104	Artist Services
96110	Campus Card Express Dollars
96112	Campus Card Faculty Staff Meal Plan
96113	Chartering Services-Transportation
96115	Catering & Concession Services
96130	Employment Agency & Search Firm Services
96145	Inspection & Certification Services
96146	Interpreter Services
96149	Attorney & Legal Services
96156	Program/Project Development & Management Service
96157	Musical Production Services
96160	Public Opinion Survey Services
96180	Tour Guide Services
96186	Veterinary Services
96205	Amusement & Entertainment Services
96213	Hospitality Services
96217	Bus, Taxi, Van & Limousine Services
96227	Document Shredding Services
96233	Engraving Services
96235	Picture Framing Services

96246	Installation & Removal Services-Other
96251	Laminating Services
96255	Facilities Management Moving Services
96256	Moving Services
96258	Professional Services-Other
96263	Piano Tuning Services
96272	Restoration & Preservation Services
96278	Sewing, Embroidery, Embossing & Alteration Service
96287	Travel Local (Provided by Third Party)
96293	Vehicle Registration Services
96294	Bottled Water Services
96322	Allowances-All Types
96330	Contributions & Donations
96377	Sponsorships
96391	Warranties
99005	Alarm Services
99029	Disaster Preparedness/Emergency Planning Services
99033	Drug Detection Services
99042	Fire & Safety Services
99044	Event Security
99046	Guard & Security Services
99050	Installation of Security & Alarm Equipment
99253	Medical Equipment Testing & Calibration Services
96346	Travel-Car Mileage

93346	Travel-Meals
97130	Travel-Hotel/Motel Accommodations
96178	Travel-Travel Agency Services
96182	Travel-Transportation Services
96216	Travel-Bus Transportation Services
96289	Travel-Vehicle Transportation Services
96365	Travel-Registration Fees
96370	Travel-Miscellaneous
75077	Capital-Roads-Sand, Gravel & Asphalt
98852	Capital-Landscaping-Design, Fertilizing, Planting
91276	Capital-Construction-General
15542	Capital-Greenhouses & Equipment
02258	Capital-Farm Equipment
03106	Capital-Heating & Air Conditioning Units
03114	Capital-Chilled Water System
04566	Capital-Refrigerators & Freezers
07001	Capital-Vehicles-All Types
07005	Capital-Slow Moving Vehicle
12067	Capital-Wildlife Trapping Nets
42044	Capital-Institutional Furniture-All Types
42059	Capital-Lounge Furniture Upholstered
42502	Capital-Office Furniture
42554	Capital-Modular Furniture Panel Systems
44592	Capital-Lawn Equipment

49043	Capital-Laboratory Equipment
49058	Capital-Microscopes-All Types
49063	Capital-Natural Science Equipment
49090	Capital-Laboratory Testing Instruments
49377	Capital-Spectrophotometers
51582	Capital-Sprinkler Systems and Parts Lawn and Turf
51583	Capital-Tree Trimming and Pruning Equipment
51585	Capital-Vacuum Cleaners
54575	Capital-Machinery & Power Equipment
58001	Capital-Musical Instruments
58060	Capital-Pianos & Accessories
60002	Capital-Office Machines & Equipment
60038	Capital-Copy Machines
62543	Capital-Laser Equipment
65038	Capital-Playground Equipment
65530	Capital-Movie Cameras
72554	Capital-Security Systems
72590	Capital-Wildlife Equipment
74002	Capital-Refrigeration Equipment
81095	Capital-Spraying Equipment
83079	Capital-Tanks & Cylinders
99826	Capital-Clothing
99838	Capital-Engineering Equipment and Supplies
99840	Capital-Fertilizer

99847	Capital-Glass
99865	Capital-Machinery Industrial
99891	Capital-Sporting and Athletic Equipment
04000	Capital-Animals-Farm Type
71505	Capital-Library-Audio Cassettes & Compact Disks
71510	Capital-Library-Books, Magazines, Periodicals, etc
71512	Capital-Library-Reference Books
71546	Capital-Library-Legal Books & Publications
20402	Capital-Personal Computer
20476	Capital-Printers
20489	Capital-Scanners and Readers
20491	Capital-Computer Servers
72559	Capital-Telecommunications Equipment
84067	Capital-TV Audio Video Equipment and Accessories
88011	Capital-Audio Visual Equipment
88067	Capital-Projectors
07004	Non Capital-Slow Moving Vehicle
75015	Non-Student Stipends