

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.

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.

Revision #5

Created 2025-01-24 19:39:23 UTC by Lisa Glasco

Updated 2026-06-25 18:22:45 UTC by Lisa Glasco