

Purchasing Housekeeping Memorandum

NOTA BENE: Commitments made by an unauthorized individual are subject to non-payment by the University and **personal payment by the unauthorized individual**. If you have not been specifically granted authority to commit the College or the University, then you are not authorized to make commitments on behalf of the College/University. In other words, unless there is a memo on file with the University that specifically grants you authority to sign, you may not sign any agreement, sales acknowledgment, license, or any other document.

Purchase Requisitions **MUST:**

- have a valid vendor
- have proper attachments
- have “**Amount Only**” checked if they are blankets
- have a clear and concise description of what you are requesting.

- All requisitions must be approved by your supervisor/approver and have a valid budget check status for Purchasing to process.

- Make sure to budget check all canceled and denied requisitions to ensure that all funds are released back into your appropriate budget and expense accounts.

- If you encounter a budget error, please contact the Budget Office at x5388 for further assistance.

- Remember to check “Manage Requisitions” periodically to get the status of your fully approved and budget checked requisitions.
NOTE: REQUISITIONS WITH THE STATUS OF “BUDGET ERROR”, “OPEN”, OR “PENDING” CANNOT BE CONVERTED INTO A PURCHASE ORDER.

- If you have not received an item that you requested, first check your “Manage Requisitions” to see the status. Then, follow up with Purchasing in a timely manner if you have concerns about an order that has not been received.

- Make sure to check and receipt all delivered orders immediately to avoid delays in vendors being paid. If your order is incorrect or duplicated, contact Purchasing immediately!

- Refer to the attached updated CUNYfirst Tip Code Sheet (Version 02.05.18). This will help you during the requisitioning process. Save this sheet to your desktop for easy access.

IMPORTANT! If you have to add, change, or remove your procurement user’s profile in CUNYfirst, you **MUST** complete the CUNYfirst Procurement User Access Request Form. See link below:

<http://www.cuny.edu/about/administration/offices/CIS/security/cunyfirst/procurement-security-access-form.pdf>

Important: Failure to use the correct category code will result in your requisition being delayed for processing

<\$K - Less Than \$ Per Unit *** >\$K - Greater Than \$ Per Unit

WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and/ Inspection Required
<i>Budget Account 80061 - Food Services and Catering</i>			
Food Services and Catering	9010160300	51005	
<i>Budget Account 80061 - Promotions Expense</i>			
Promotional Merchandise - (“Giveaway” Products e.g., hats, mugs, magnets, decals, pencils, pens used to promote the University)	8014160500	52753	
<i>Budget Account 80061 - Office Supplies</i>			
Alkaline Batteries	2611170299	51006	
Office Supplies - (pens, file folders, organizers, staplers, scissors, tape, calendars, planners)	4412000000	51001	
Printer, Fax and Photocopier Supplies - (toner, ink cartridges, print heads)	4410310000	51001	
<i>Budget Account 80061 - Classroom Supplies; Audiovisual Materials</i>			
Aids for ADA compliance (supplies for disabled students)	4221000000	51105	
Art Supplies	6012000000	51105	
Audiovisual Equipment Accessories - (cassette storage, audio or video head cleaners, compact video cassette adapters, headphone jack adapters, portable media player accessories, speaker enclosures, vinyl record storage devices, audio turntable cartridges and pickup, loud speakers and microphone stands)	5216160000	51106	
Human Body, or Body Part or Organ Models	6010410100	51105	
Photo, Filmmaking Supplies	4514000000	51105	
Signage and Accessories	5512000000	51105	
<i>Budget Account 80061 - Maintenance and Cleaning Supplies; Paper Supplies</i>			
Acoustic Ceiling Tiles	3016160199	51006	
Adhesives and Sealants	3120000000	51006	
Contact Surface Cleaners	4713182599	51006	
Doors, Windows, and Glass	3017000000	51006	YES
Electrical System Lighting Components, Accessories, Supplies - Green Products	3900000090	51006	

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<i>Budget Account 80061 - Maintenance and Cleaning Supplies; Paper Supplies</i>			
Electrical Wire and Cable	2612000000	51006	
Exterior Finishing Materials	3015000000	51006	
Fabricated Pipe Assemblies	3131000000	51006	
Floor Cleaners	4713180199	51006	
Floor Coverings	5210000000	51006	
Floor Machine Pads	4712160899	51006	
Flooring - Green	3016170090	51006	
General Purpose Cleaners	4713180599	51006	
Hand Cleaner	5313162799	51006	
Hand Tools	2711000000	51006	
Hardware	3116000000	51006	
Interior Finishing Materials	3016000000	51006	
Janitorial Equipment - (sweepers, scrubbers, buffers, vacuums)	4712000000	51006	
Janitorial Supplies	4713000000	51006	
Janitorial Supplies - Green Products	4713000090	51006	
Lamps, Bulbs and Parts	3910000000	51006	
Latex Paints	3121150699	51006	
Lubricants, Oil, Grease	1512000000	51006	
Lubricants, Oil, Grease - Green Products	1512000090	51006	
Paint, Primer, Finishes	3121000000	51006	
Paint, Primer, Finishes - Hazardous	3121000080	51006	
Paper Products	1411000000	51002	
Paper Towels	1411170399	51002	
Plumbing Fixtures	3018000000	51006	

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<i>Budget Account 80061 - Maintenance and Cleaning Supplies; Paper Supplies</i>			
Toilet Cleaners	4713182999	51006	
Toilet Seat Covers	1411170299	51002	
Toilet Tissue	1411170499	51002	
Trash Bags	4712170199	51006	
<i>Budget Account 80062 - Automotive Maintenance & Supplies</i>			
Vehicle Maintenance and Repair	7818150000	53151	
<i>Budget Account 80063 - Automotive Fuel</i>			
Gasoline	1510150600	53152	
<i>Budget Account 80064 - Medical; Surgical and Lab Supply</i>			
Animal Containment and Habitats	1013000000	51101	
Animal Feed	1012000000	51101	
Compounds and Mixtures	1235000000	51101	
Compounds and Mixtures - Hazardous	1235000080	51101	YES
Elements and Gases	1214000000	51101	
Elements and Gases - Hazardous	1214000080	51101	YES
Housings, Cabinets and Casings	3126000000	51101	
Laboratory Supplies and Fixtures	4112000000	51101	
Live Animals	1010000000	51101	
Measuring, Testing Instruments	4111000000	51101	
Medical Apparel and Textiles	4213000000	51101	
Medical Training Supplies	4230000000	51101	
Minerals, Ores and Metals	1110000000	51101	
Miscellaneous Drugs	5121000000	51101	
Physical Therapy Products	4225000000	51101	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and/ Inspection Required
<i>Budget Account 80064 - Medical; Surgical and Lab Supply</i>			
Rubber and Elastomers	1310000000	51101	
Solvents	1219000000	51101	
Solvents - Hazardous	1219000080	51101	YES
Veterinary Equipment and Supplies	4212000000	51101	
<i>Budget Account 80065 - Fuel Oil</i>			
Supply of Fuel Oil	8310160200	53051	
<i>Budget Account 80066 - Postage, Messenger/Delivery Service, Express Mail</i>			
Mail Pick Up or Delivery Service - (United States Postal Service Priority Mail, FEDEX, DHL, UPS)	7810220300	51304	
Messenger and Courier Services	7810220610	51303	
Postage - (stamps, metered mail, pre-sorted mail, permits in lieu of postage, registered mail, stamped postcards and envelopes, and rental of post office boxes for CUNY Colleges and the Central Office)	4412151300	51301	
<i>Budget Account 80067 - IT Supplies</i>			
Media Storage Devices	4320180000	51003	
Removable Storage Media	4320200000	51003	
System Board Processors Interfaces or Modules	4320150000	51003	
System Cards	4320140000	51003	
<i>Budget Account 80068 - Computer Hardware <\$5K</i>			
Computer Accessories <\$5K - (keyboards, monitors, mice, speakers, scanners, web cams)	4321160002	53912	YES
Computer Equipment <\$5K	4321000102	53912	YES
Computer Equipment <\$5K - Green	4321000192	53912	
Multi-Function Printer <\$5K - (device that consolidates the functionality of a printer, copier, scanner and/or fax into one machine)	4321211002	53912	YES

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<i>Budget Account 80068 - Equipment General <\$5K</i>			
Industrial Equipment and Supplies	2315000000	53911	
Industrial Machine Tools	2329000000	53911	
Laundry Equipment	4711000000	53911	
<i>Budget Account 80068 - Telecom Equipment <\$5K</i>			
Personal Communication Device Accessories or Parts - (mobile phones, pager, desk land line phones, phone extension cords, face plates, handset cords, handsets, headsets ear or speaker)	4319160000	53909	
<i>Budget Account 80068 - Air Management Systems <\$25K</i>			
HVAC Equipment	4010000000	54006	
<i>Budget Account 80069 - Telecom Equipment >\$5K</i>			
Communications Devices >\$5K	4319000001	55014	YES
<i>Budget Account 80070 - Motor Vehicles <\$5K; >\$5K</i>			
Motor Vehicles <\$5K	2510000000	53908	
Motor Vehicles >\$5K	2510000001	55011	
<i>Budget Account 80071 - Lab & Science Equipment >\$5K</i>			
Lab and Science Equipment >\$5K	4110000001	55013	
<i>Budget Account 80072 - Office Furniture <\$5K; >\$5K</i>			
Furniture and Fixtures <\$5K	5610000000	53902	YES
Furniture and Fixtures >\$5K	5610000001	55005	YES
Window Treatments	5213000000	53902	
<i>Budget Account 80073 - Office Equipment <\$5K; >\$5K; Other Equipment <\$5K; >\$5K</i>			
Audiovisual Equipment <\$5K	4511000000	53903	YES
Audiovisual Equipment >\$5K	4511000001	55004	YES
Fire Protection <\$5K	4619000000	53903	
Fire Protection >\$5K	4619000001	55004	

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<i>Budget Account 80073 - Office Equipment <\$5K; >\$5K; Other Equipment <\$5K; >\$5K</i>			
Lab and Science Equipment <\$5K	4110000000	53903	
Music Instruments and Parts	6013000000	53903	
Network Communication Accessories <\$5K	4322000000	53903	YES
Network Communication Accessories >\$5K	4322000001	55004	YES
Office Machines <\$5K - (copiers, printers, shredders)	4410000000	53903	
Office Machines >\$5K - (copiers, printers, shredders)	4410000001	55004	
Photo, Film, Video Equipment	4512000000	53903	
Printing Equipment	4510000000	53903	YES
Smart Classroom >\$5K	4321020001	55004	
<i>Budget Account 80074 - Security Equipment <\$5K; >\$5K</i>			
Identification Documents (ID Cards and supplies)	5512180000	53906	
Security Equipment <\$5K	4617000000	53906	
Security Equipment >\$5K	4617000001	55012	
<i>Budget Account 80075 - Computer Hardware >\$5K</i>			
Computer Accessories >\$5K	4321160001	55006	YES
Computer Equipment >\$5K	4321000001	55006	YES
Multi-Function Printers >\$5K	4321211001	55006	YES
<i>Budget Account 80076 - Subscriptions / Periodicals</i>			
Electronic Publications - (electronic resources to allow CUNY access, e.g. Bloomberg, FactSet, Reuters, WestLaw, etc.,)	5511500000	51402	
Electronic Reference Material	5511000000	51402	
Microfiche Services	8213150300	51402	
Subscriptions - (Academic and Administrative)	5510151910	51402	

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<i>Budget Account 80076 - Subscriptions / Periodicals</i>			
Subscriptions/ Periodicals - Library (non-book materials such as newspapers, magazines, professional journals / periodicals, and general interest periodicals purchased solely for CUNY College Libraries)	5510151900	51402	
<i>Budget Account 80077 - Classroom Books</i>			
Books - (textbooks, reference books, directories, catalogs, books on tape or compact disc)	5510150900	51401	
<i>Budget Account 80078 - Consulting; Armored Car Services; Construction & Architect Engineer Consulting; Exterminator Maintenance</i>			
Architectural Engineering	8110150800	52808	
Armored Car Services	9212150100	52804	
Environmental Management - (consulting services which are not described in other general ledger account code categories)	7710000000	52810	
Exterminator Maintenance	7210210300	53102	
Live Performances/Honoraria - (payment to an individual for e.g., lectures, workshops, seminars, speaking engagements) *Note: May Require an Independent Contractor Agreement*	9013150000	52701	
Pest Control Products	1019000000	53102	
Pest Control Products - Green	1019000090	53102	
Professional Engineering Services	8110000000	52808	
Landscaping Services	7210290200	53109	
<i>Budget Account 80078 - Credit Card Fees</i>			
Credit Card Transaction Fees	9315151100	53001	
<i>Budget Account 80078 - Computer Software <\$5K; >\$5K</i>			
Software <\$5K	4323000000	53910	YES
Software >\$5K	4323000001	55007	YES
Software License & Support	8111180500	55007	YES

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<i>Budget Account 80079 - Telephone & Equipment Maintenance</i>			
Cellular Telephone Services	8311160300	53201	
Local Telephone Service	8311150100	53201	
Telecom Equipment Maintenance	7210330200	53201	
<i>Budget Account 80080 - Professional Memberships</i>			
Memberships - (e.g., National Association of College and University Business Officers –NACUBO, and EAB (formerly the Education Advisory Board))	9999000300	52551	
Professional Standards Review Boards - Accreditation Fees (e.g. Mid-Atlantic Region Commission on Higher Education: Middle States Commission on Higher Education)	9401161000	52551	
<i>Budget Account 80082 - General Equipment Rental; Office Equipment Rental or Leasing Services</i>			
Construction Machinery and Equipment Rental	7214170000	53253	
Copier Rental or Leasing Services for Konica and Xerox Copiers (Does Not Include Outright Purchases)	8016180100	53254	
<i>Budget Account 80084 - Building Rental</i>			
Lease or Rental of Property or Building	8013150000	53251	
<i>Budget Account 80085 - Services, Advertising, Public Relations</i>			
Advertising	8210000000	52752	
Marketing & Distribution - (direct advertising and publicity in newspapers, radio, video, internet, magazines, periodicals, outdoor advertising, and related items)	8014000000	52752	
<i>Budget Account 80088 - Travel</i>			
Conference Registration (ONLY)	9999000500	52352	
<i>Budget Account 80091 - Student MetroCard</i>			
Railway Transportation – MetroCards (MetroCards provided to students that sign a student success agreement and adhere to certain guidelines)	7811160010	54205	

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<i>Budget Account 80093 - Interpreter Services</i>			
Guides and Interpreters	9012170000	52818	
<i>Budget Account 80096 - Facilities Maintenance/Repair; Building Maintenance; Security Systems</i>			
Building Maintenance (FACILITIES USE ONLY)	7210150000	53104	
Elevator Maintenance	7210150600	53101	
Facilities Maintenance/Repair	7210290000	53104	
Fire Protection Maintenance	7210150900	53103	
Grounds Maintenance <\$25K	7013000000	54010	
HVAC Maintenance	7210151100	53105	
Security Surveillance and Detection Systems	4617000020	53108	
<i>Budget Account 80096 - Software Maintenance</i>			
Software Licenses <12 Months (maintenance service including software protection and support plans that is for a time period of less than twelve months e.g., accounting software, financial analysis software, and spreadsheet software)	5111230300	54005	
<i>Budget Account 80097 - Maintenance Office Equipment</i>			
Office Equipment Maintenance (e.g. copier, scanners, printers)	7215406600	54001	
<i>Budget Account 80098 - Maintenance Computer Equipment</i>			
Computer Equipment Maintenance	8111230300	54002	
<i>Budget Account 80099 - Printing and Publishing Services</i>			
Printing Services - (digital printing, letterpress or screen printing, promotional or advertising printing, stationery or business form printing (e.g. business cards), publication printing, engraved roll printing)	7315000000	51203	
Printing Services - Green	7315000090	51203	
<i>Budget Account 80100 - Security Guard Services</i>			
Security Guard Services	9212150400	52814	

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<i>Budget Account 80102 - Waste Removal</i>			
Waste Disposal and Treatment	7612000000	53113	
Waste Disposal and Treatment - Hazardous	7612000080	53113	
<i>Budget Account 80106 - Services Training</i>			
Alternative Education Systems - (online training)	8611000000	52702	
Vocational Training - (adult education)	8610000000	52702	
<i>Budget Account 80107 - Construction Expense; Building Improvements >25K</i>			
Building Improvements >\$25K	7211114001	55002	
General Building Construction - (alterations or improvements to land fences, roadways, walks, grading and terracing, landscaping, etc. or the construction or installation of exterior water lines, sanitary sewer lines, telephone lines, electric lines, steam lines, etc.)	7213000000	55001	YES
<i>Budget Account 80112 - Recruitment, Advertising, Public Relations</i>			
Personnel Recruitment - (advertising, job posting fees, search fees)	8011170000	52751	
<i>Budget Account 80113 - Insurance - General Liability</i>			
Liability Insurance	8413160700	52607	