

HSU SPONSORED PROGRAMS FOUNDATION

Business Unit
HMSPF

PURCHASE REQUEST

REQUESTED VENDOR

DATE: _____

PROJECT NAME: _____

CATEGORY CODE: _____ See pg2

CHART-FIELD: _____
 Account # Fund # Dept. Project #

**RETURN COMPLETED FORM TO: SBS ROOM 345
or
FAX TO EXT. 3334**

ATTN:
PHONE
FAX #

DELIVER TO: _____
 Recipient Department Building & Room # Extension or Phone #

WANTED		DESCRIPTION <small>Please provide accurate, complete information and item numbers, when appropriate.</small>	ESTIMATED COST	
Quantity	Unit		Per Unit	Total
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
				\$
		Comments:		

APPROVED BY: _____

SUBTOTAL	\$
TAX (8.25%)	\$
SHIPPING	\$
TOTAL	\$

I hereby certify that budgeted funds are available for the period and purpose of the above expenditure, and that this expenditure is in keeping with the designated purpose of this account and the university's educational mission. I further certify that, in the case of payroll, the level of effort for this pay period was calculated as above. In the case of travel, I certify that duplicated payment through other accounts have not and will not occur.

CATEGORY CODES

The State of California and the CSU mandates the University to track and report on certain commodities and services. Equipment over \$500 requires tagging by our Property Department; Small Business and Disabled Veteran Business Enterprise reports require the break out of expenses for Computer/IT equipment, software, maintenance, and related products from all other purchases; and reporting on products that contain one of the recycled materials noted below to meet specific goals is mandatory.

The Category Code is the *only* way the University has of tracking these items, and your diligence when assigning a code is imperative.

Most of the time you will use one of the Miscellaneous codes. Your credit card account has been set up with the Miscellaneous Products code – 57800. All transactions will default to this code unless you change it. **You must use one of the other codes listed below to identify computer equipment; IT related equipment and supplies; computer/IT related services/maintenance and repairs; or items that contain recycled materials.**

Using the correct Category Code in conjunction with the correct Account Code will ensure the University meets the requirements set by the State of California and the CSU. If you have a question about which code to use, please contact this office at extension 3512.

57800 – Miscellaneous Products
96200 – Miscellaneous Services

20400 – Computer Equipment between \$500-\$4999
20600 – Computer Equipment over \$4999
20700 – Computer Equipment or Software under \$500
20800 – Computer Software between \$500-\$4999
20900 – Computer Software over \$4999
72500 – Computer Equipment under \$500, and all other IT/Radio/Phone
Equipment/Supplies
93600 – Computer/IT Related Service/Maintenance/Repair

NON-RECYCLED	RECYCLED
19000 - Chemicals/Solvents	19099 – Recycled Solvents
n/a 33569	– Recycled Compost
40500 - Fuel	40587 – Recycled Petroleum/Oil
44000 - Glass/Glazing Supplies	44062 – Recycled Glass
57098 - Steel Non-Recycled	57099 – Recycled Steel
63000 - Paint	63079 – Recycled Paints
61099 - Paper Products Non-Recycled	64066 – Recycled Paper Products
64500 - Paper Office/Printing Non-recycled	64599 – Recycled Paper Office /Printing
64060 - Plastic Non-Recycle	66572 – Recycled Plastic
86300 - Tires / Tubes	86365 – Recapped/Retread Tires