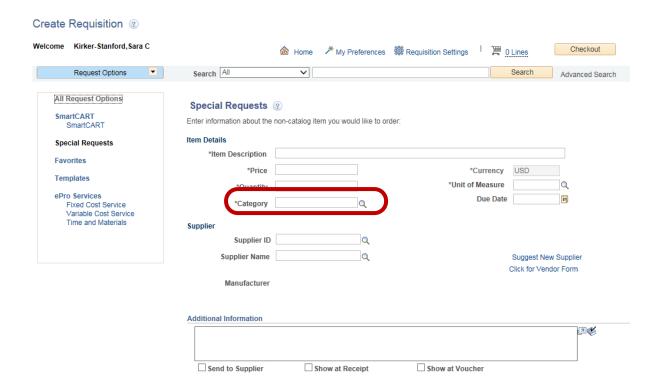
Category Codes for Requisitions

Category Codes selections are made on the first page of the special request form in PeopleSoft

- This selection informs the routing and approval of the requisition
- Category Codes are not the same as account codes



Special Use Category Codes

- Category Codes beginning with AFF are for School of Medicine Affiliate payments ONLY.
- Category Codes beginning with MRO are for UGEN Maintenance and Repair payments ONLY.
- CIP Category codes beginning with CIP are for Construction projects only.
- SCIQUEST Category code should never be selected (automatically defaults for SmartCART orders) and cannot be used for special request orders!

Selecting any of these category code types when not appropriate will cause a requisition to be pushed back or denied.

This will affect the total processing time of your order

If you are uncertain which category should be used, please contact buying@case.edu or customercareteam-pds@case.edu to confirm. You can also use the Account Code it ties to as a guide.

Category Codes for Asset Purchases

- Asset purchases should be coded with a category that has > \$5000 in the name. This is a category code that is tied to an asset account and will cause your requisition to route appropriately through to an asset approval workflow step.
- For more information please visit
 https://case.edu/procurement/accounts-payable/asset-management

