

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

Create Requisition ?

Welcome Kirker-Stanford, Sara C

Home My Preferences Requisition Settings 0 Lines Checkout

Request Options Search All Search Advanced Search

All Request Options

SmartCART
SmartCART

Special Requests

Favorites

Templates

ePro Services
Fixed Cost Service
Variable Cost Service
Time and Materials

Special Requests ?

Enter information about the non-catalog item you would like to order:

Item Details

*Item Description

*Price *Currency

*Quantity *Unit of Measure

***Category**

Due Date

Supplier

Supplier ID

Supplier Name

Manufacturer

[Suggest New Supplier](#)
[Click for Vendor Form](#)

Additional Information

Send to Supplier Show at Receipt Show at Voucher

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>

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Special Requests ?
Enter information about the non-catalog item you are requesting.

Item Details

*Item Description
*Price
*Quantity
*Category

Supplier

Supplier ID
Supplier Name
Manufacturer

Additional Information

Send to Supplier Show a

Look Up Category

Note: You may either Search or Browse to look up the appropriate category for your special request.

Search Categories

Search By Description lab Find

Categories	Personalize	Find	First	1-7 of 7	Last
Category	Description	Account	Description		
1 ANIMAL RES CENTER	Animals, Lab, Farm, and Other	531140	A F Animal Purchases		
2 DENTAL LAB BILL	Dental Lab Bill	533730	Other Purchases		
3 EQUIP LAB >\$5000	Lab Equip Research -Over \$5000	536200	Major Equipment-Oper Equip		
4 EQUIP LAB <\$5000	Lab Equip/Research-Under \$5000	531260	Minor Expendable Equipment		
5 LAB FEES	Lab Fees	531200	Lab Inst & Res Supplies		
6 LAB SUPPLIES	Laboratory Supplies, Glassware	531200	Lab Inst & Res Supplies		
7 MOVE LAB/RELOCATE	Moving, Lab Relocation	534550	Moving Expenses - Gen'l & Lab		

Browse Category Tree

Return