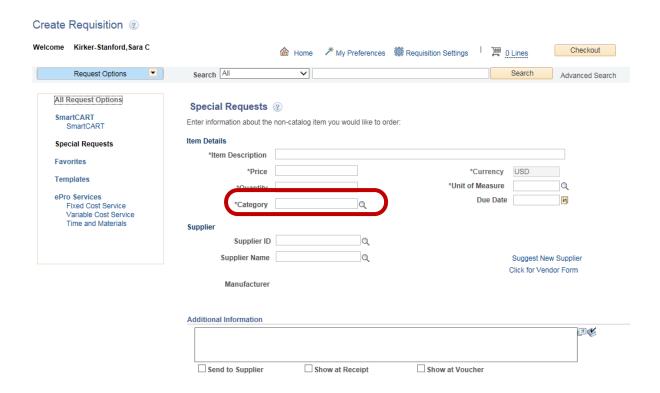
### **Category Codes for Requisitions**

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!

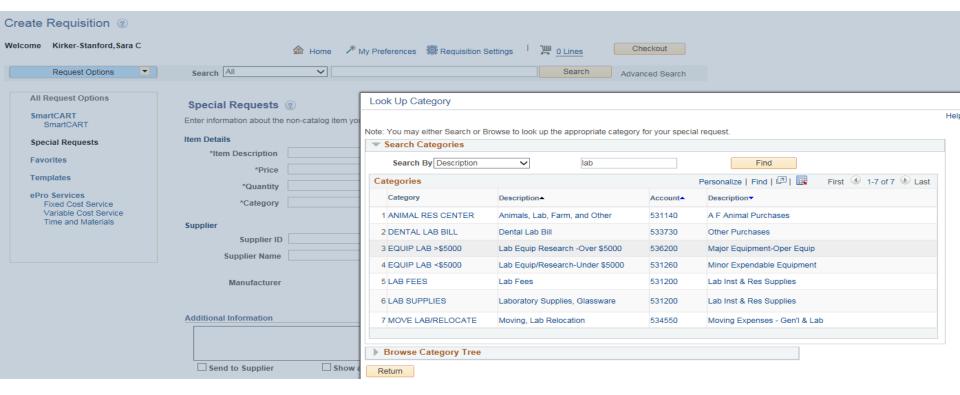
Selecting any of these category code types when not appropriate will cause a requisition to be pushed back or denied.

\*This will affect the total processing time of your order\*

If you are uncertain which category should be used, please contact <a href="mailto:buying@case.edu">buying@case.edu</a> or <a href="mailto:customercareteam-pds@case.edu">customercareteam-pds@case.edu</a> 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
  <a href="https://case.edu/procurement/accounts-payable/asset-management">https://case.edu/procurement/accounts-payable/asset-management</a>



Category Code	Description	Account	Primary Buyer
ADVERTISING	Media Newspaper Radio TV Class	531300	djg99
AFF ALCOHOL	Affiliate Alcohol	531200	gxb214
AFF OTHER PURCHSE	Affiliate Other Purchases	533730	gxb214
AFF PARKING	Affiliate Parking	531200	gxb214
AFF PATIENT CARE	Affiliate Patient Care	533710	gxb214
AFF POSTAGE	Affiliate Postage	535300	gxb214
AFF SALARIES FRING	Affiliate Salaries Fringes	533720	gxb214
AFF SCHOLARSHIPS	Affiliate Scholarships	572200	gxb214
AFF STIPENDS	Affiliate Stipends	572100	gxb214
AFF SUBCONTRACT	Affiliate CCLCM Subcontract	533850	gxb214
AFF TELECOMM	Affiliate Telecommunications	535100	gxb214
AFFIL STUDY PART	Affiliate Study Participants	533770	gxb214
AFFILIATE RES SUPP	Affiliate Research Supplies	531200	gxb214
ANIMAL FACILITIES	Animal Facilities	532700	all
ANIMAL RES CENTER	Animals, Lab, Farm, and Other	531140	all
ANTIBODIES	Antibodies & Reagents	531200	all
ANTIBODIES>5000	Antibodies & Regeants >5000	536200	all
ARC RX CONTR SUBST	ARC Controlled/Prescription	531200	all
ART SCULP > 5000	Art & Sculpture > 5000	536200	sdm83
ARTS	Artists,Entertainers,Performer	533200	sdm83
ARTS&CRAFT SUPPLIE	Art Supplies,Clay,Paint,Brushe	531200	djg99
ATHLETIC SUPPLIES	Athletic,Recreation&Sporting	531260	djg99
AUDIO VIDEO SERVIC	Video Productions Services	531260	dna11
AUDIO VISUAL SUPPL	Audio Visual Parts & Supplies	531700	dna11
AUTOPSY&FUNERAL	Autopsy/Funeral Services	533200	gxb214
AUXILARY SUBSIDY	Auxilary Subsidy	531400	mkl14
AUXILARY TRANSFER	Auxilary Transfer	539990	mkl14
AWARDS	Awards, Plaques, Trophies, Appare	573100	dna11
BENEFIT SERVICE	Benefit Services	551100	dna11
BOOKS	Books	531700	djg99
BOOKS/BINDING/SUPP	Book Binding & Binding Supp	595100	djg99
CABINETS > 5000	Cabinets>5000	536200	tjb106
CAMERAS	Cameras	536200	dna11
CATER OFF CAMPUS	Catering off campus in Ohio	531400	mkl14
CATERING LINSALATA	Catering for Linsalata Alumni Center	531400	mkl14
CATERING OFF CAMPU	Catering Off Site out of Ohio	531400	mkl14
CATERING ON CAMPUS	Catering On Site	531400	mkl14
CHEM RESEARCH	Chemicals, Research & Scientific	531200	all
CHEM/HAZA/FLAM>20L	20L and >Flammable/Hazardous	531200	all
CIP_CC	CIP Construction Costs	539990	tjb106
CIP_DC	CIP Design Costs	539990	tjb106
CIP_FE	CIP Furnishing & Equipment	539990	tjb106
CIP_NC	CIP Non-Capitalizable Expense	539990	tjb106
CIP01PCENV	CIP PreConst Envir Assesment	102381	tjb106
CIP01PCEST	CIP PreConst Estimating	102391	tjb106
CIP01PCGEO	CIP PreConst Geotech/Borings	102386	tjb106

Category Code	Description	Account	Primary Buyer
CIP01PCOTH	CIP PreConst Other	102392	tjb106
CIP01PCPRO	CIP PreConst Programming/Plan	102393	tjb106
CIP01PCREN	CIP PreConst Renderings	102404	tjb106
CIP01PCSCH	CIP PreConst Scheduling	102394	tjb106
CIP01PCSUR	CIP PreConst Surveying	102371	tjb106
CIP01PCTST	CIP PreConst Testing	102373	tjb106
CIP02DC2AE	CIP Design Secondary Arch/Eng	102384	tjb106
CIP02DCARC	CIP Design Architect Fee	102382	tjb106
CIP02DCCOM	CIP Design Commissioning	102395	tjb106
CIP02DCCON	CIP Design Special Consultant	102387	tjb106
CIP02DCENG	CIP Design Engineering Fee	102383	tjb106
CIP02DCOTH	CIP Design Other	102390	tjb106
CIP02DCREI	CIP Design Reimb Exp Arch/Eng	102389	tjb106
CIP02DCSIT	CIP Design Sitework/Landsc Des	102396	tjb106
CIP03ACADM	CIP Administrative Costs	102401	tjb106
CIP03ACBLU	CIP Admin Blueprints/Specs	102403	tjb106
CIP03ACDED	CIP Admin Dedication Costs	102468	tjb106
CIP03ACOTH	CIP Admin Other Costs	102405	tjb106
CIP03ACRSK	CIP Admin Risk Management	102402	tjb106
CIP03ACSUS	CIP Admin Sustainability Cert	102406	tjb106
CIP04CCABT	CIP Const Haz Matrl Abatement	102423	tjb106
CIP04CCCAR	CIP Const Carpeting	102432	tjb106
CIP04CCDEM	CIP Const Demolition	102429	tjb106
CIP04CCELE	CIP Const Electrical	102424	tjb106
CIP04CCENV	CIP Const Building Envelope	102431	tjb106
CIP04CCFA	CIP Const Fire Alarm	102433	tjb106
CIP04CCFIR	CIP Const Fire Suppression	102434	tjb106
CIP04CCGC	CIP Const Gen Contra/Const Mgr	102422	tjb106
CIP04CCKEY	CIP Const Keys External Svcs	102435	tjb106
CIP04CCMEC	CIP Const Mechanical	102425	tjb106
CIP04CCMOV	CIP Const Moving Cost External	102436	tjb106
CIP04CCNET	CIP Const IT Network/Elec Ext	102444	tjb106
CIP04CCOTH	CIP Const Other Costs	102430	tjb106
CIP04CCPAI	CIP Const Painting Expenses	102437	tjb106
CIP04CCPLU	CIP Const Plumbing	102438	tjb106
CIP04CCPUR	CIP Const Owner Purchases	102421	tjb106
CIP04CCRF	CIP Const Roofing	102439	tjb106
CIP04CCSEC	CIP Const Security Sys Externl	102426	tjb106
CIP04CCSGN	CIP Const Signage-Ext/Interior	102601	tjb106
CIP04CCSIT	CIP Const Sitework/Landscaping	102602	tjb106
CIP04CCSPE	CIP Const Specialty	102427	tjb106
CIP04CCUTI	CIP Const Utility Costs	102428	tjb106
CIP05FEAV	CIP F&E Audio/Vis Equip	102446	tjb106
CIP05FEEQ	CIP F&E Equipment	102701	tjb106
CIP05FEFUR	CIP F&E Furniture	102441	tjb106
CIP05FEIT	CIP F&E Electronic/ITS	102448	tjb106

Category Code	Description	Account	Primary Buyer
CIP05FEOTH	CIP F&E Other Furniture&Equip	102445	tjb106
CIP05ITCNS	CIP CAP IT Consulting/Prof Srv	102703	tjb106
CIP05ITHST	CIP CAP Hosting IT Srv Prov-Impl	102705	tjb106
CIP05ITMNG	CIP CAP IT Managed Srv Pro	102704	tjb106
CIP06CIINT	CIP Capitalized Interest	102450	tjb106
CIP07CWAV	CIP CWRU Audio/Visual Services	102487	tjb106
CIP07CWFAC	CIP CWRU Facilites Services	102485	tjb106
CIP07CWITS	CIP CWRU IT Network/Faceplates	102486	tjb106
CIP07CWKEY	CIP CWRU Keyshop Services	102482	tjb106
CIP07CWMOV	CIP CWRU Moving Services	102489	tjb106
CIP07CWSEC	CIP CWRU Security Services	102481	tjb106
CIP07CWTEL	CIP CWRU Telephone Services	102484	tjb106
CLIPPING	Clipping Service	531700	gxb214
COFFEE SERVICE	Coffee Service	531400	mkl14
COMMUNIC > 5000	Communications > 5000	536200	tjb106
COMP EQUIP < \$5000	Computer Hardware < \$5000	531270	dna11
COMP EQUIP > \$5000	Computer Hardware > \$5000	536230	dna11
COMP NETWORKINSTAL	Computer Networking & Installa	531800	dna11
COMP SOFTWARE LIC	Computer Software License	531800	dna11
COMP SOFTWARE PC	Computer PC Software	531800	dna11
COMPUTER LEASE	Computer Equipment, Lease	531800	dna11
COMPUTER SUPPLIES	Computer Supplies & Accessorie	531100	dna11
CONSULT/PROF SERV	Consulting & Prof Services	533200	sdm83
CONTAINERS > 5000	Containers > 5000	536200	all
COPY SERVICE	Copy Serv, Duplicating	532610	djg99
CUSTOM PEPTIDES	Custom Peptides	531200	all
DATA COMM INTERNET	Data Comm/Internet Access/Dist	531700	dna11
DATA PROCESSING	Data Process/Comp Tlme/On-Line	535150	dna11
DEBT SERVICES	Debt Services	539990	dna11
DELL	Dell	531260	dna11
DENTAL LAB BILL	Dental Lab Bill	533730	all
DENTAL RX CONT SUB	Dental RX Controlled Substanse	531200	all
DENTAL SUPPLIES	Dental Supplies	531260	all
DONATIONS & CONTRI	Donations & Contributions	599120	sdm83
DRAFTING SUPPLIES	Drafting Supplies	531200	djg99
DRY ICE	Dry Ice	531200	all
ELECTRICAL SUPPLIE	Electrical Supplies, Trnsformer	531200	gxb214
ELECTRONICS > 5000	Electronics > 5000	536200	dna11
EQUIP APPLIA<\$5000	Appliances - Under \$5000	531260	djg99
EQUIP APPLIA>\$5000	Appliances - Over \$5000	536200	djg99
EQUIP AV <\$5000	Audio Visual Equip, Video Proj	531260	dna11
EQUIP AV >\$5000	Audio Visual Equip/Projectors/	536200	dna11
EQUIP DENTAL<\$5000	Dental Equipment - Under \$5000	531260	all
EQUIP DENTAL>\$5000	Dental Equipment - Over \$5000	536200	all
EQUIP LAB <\$5000	Lab Equip/Research-Under \$5000	531260	all
	Lab Equip Research -Over \$5000	536200	+

Category Code	Description	Account	Primary Buyer
EQUIP OFFICE<\$5000	Office Mach/Equip-Under\$5000	531260	djg99
EQUIP OFFICE>\$5000	Office Mach/Equip-Over \$5000	536200	djg99
EQUIPMEDSURG<\$5000	Medical Equip - Under \$5000	531260	all
EQUIPMEDSURG>\$5000	Medical Equip - Over \$5000	536200	all
ETIOLOGICAL AGENT	Etiological Agent	531200	all
EVENT RENTAL CHINA	Event Rental China, Linens	537100	mkl14
FABRICATED >5000	Fabricated Equip > 5000	536200	gxb214
FASTENERS	Fasteners	531200	gxb214
FILMS, MEDIA	Films, Media	531200	djg99
FIRE ALARM SYSTEMS	Fire Alarm Systems	543390	gxb214
FLORISTS	Florists	533730	djg99
FOOD/REFRESHMENT	Food or Beverage for Office	531400	mkl14
FURNACE > 5000	Furnace Equip > 5000	536200	gxb214
FURNITURE <\$5000	Furniture/Class/Office/Dorm/La	531260	gxb214
FURNITURE >\$5000	Furniture/Class/Office/Dorm/La	536200	gxb214
GASES&GAS SUPPLIES	Gases & Gas Supplies for Res	531220	all
GIFT CARDS	Gift Cards	533770	tjb106
GIFTS	Gifts	531200	djg99
HARDWARE, GENERAL	Hardware, General Non Computer	531200	gxb214
HONORARIUM	Honorarium	534310	djg99
HOTELS	Hotels / Lodging	534200	djg99
IND CONTRACTOR	Independent Contractor	533200	sdm83
IT CLOUD SERVICE	IT Cloud Service Provider	533260	dna11
IT CONSULTING	IT Consulting - External consulting project-based services	533220	dna11
IT MANAGED SERVICE	External IT Managed Service Providers	533230	dna11
LAB FEES	Lab Fees	531200	all
LAB SUPPLIES	Laboratory Supplies, Glassware	531200	all
LAUNDRY	Laundry Services, Dry Cleaning	531500	djg99
LEASE COMPUTER	Lease, Computer Equipment	537400	dna11
LEASE RESEARCH	Leases - Research Related Equi	537400	all
LEASE, FACILITIES	Leases Facilities Related Equi	537400	gxb214
LEASE, VEHICLES	Lease, Vehicles	537400	tjb106
LEGAL SERVICES	Outside Legal Counsel/Services	599110	sdm83
LEGAL SERVICES-TTO	Legal Services - TTO	599110	sdm83
LIBRARY SUPPLIES	Library Supplies/Carts/Catalog	597100	djg99
LICENSE&PERMITS	License & Permits	555800	djg99
LIFTING > 5000	Lifting Equipment > 5000	536200	gxb214
LIGHT FIXT > 5000	Light Fixtures > 5000	536200	gxb214
MACHINERY > 5000	Machinery Equipment > 5000	536200	gxb214
MAINT COMPUTER	Computer Maintenance	543100	dna11
MAINT CONTRACTS	Maintenance Facilities	543100	gxb214
MAINT RESEARCH	Maintenance Research & Related	543200	all
MEDSURG SUPPLIES	Medical Supplies, Gauze, Dressin	531200	all
MEMBERSHIPS & DUES	Membership Dues/Organization F	534400	gxb214
MISCELLANEOUS FEES	Miscellaneous Fees	556050	djg99
MOTION PICT > 5000	Motion Pictures Equip > 5000	536200	dna11

Category Code	Description	Account	Primary Buyer
MOTORS	Motors/Generators > 5000	536200	gxb214
MOVE LAB/RELOCATE	Moving, Lab Relocation	534550	gxb214
MOVE/RELOCATE	Moving, Household Relocation	534500	gxb214
MRO ASBESTOS ABATE	MRO Asbestos Abatement Service	541200	gxb214
MRO BELTS/PWR TRAN	MRO Belts for Pwr Trans, etc	541100	gxb214
MRO BLDG SUPPLIES	MRO Bldg Supplies/Lumber/Cemen	543800	gxb214
MRO BLDG/EQUIP/MAI	MRO Building Equip Maintenance	543800	gxb214
MRO CONCRETE	MRO Concrete and Related Suppl	543600	gxb214
MRO CUSTODIAL SERV	MRO Custodial Services/Contrac	534500	gxb214
MRO DUCT CLEAN	MRO Duct Cleaning	543320	gxb214
MRO ELECTRICAL SER	MRO Electrical Services/Instal	543600	gxb214
MRO ELEVATOR REFUR	MRO Elevator Refurbishment	543330	gxb214
MRO ELEVATOR REPAI	MRO Elevator Maintenance/Repai	543600	gxb214
MRO ELEVATORS	MRO Elevator/Related Services	543330	gxb214
MRO ENGYMGMT>\$5000	MRO Energy Mgmt Systems	536200	gxb214
MRO ENVIRONMENTAL	MRO Enviromental Services	543370	gxb214
MRO FIRE PROTECTIO	MRO Fire Protection/Security S	543390	gxb214
MRO FLOORING	MRO Flooring Services	543600	gxb214
MRO FUEL/GAS/DIESE	MRO Gasoline Diesel Fuel/Oil	541200	gxb214
MRO GEN CONTRACTIN	MRO Gen Contracting Services	543500	gxb214
MRO HARDWARE GENER	MRO Hardware General	541100	gxb214
MRO HVAC SERVICES	MRO HVAC Services/Installation	543600	gxb214
MRO HVAC SUPPLIES	MRO HVAC Supplies	541100	gxb214
MRO ICE MELT, SALT	MRO Ice Melt, Salt, Calcium Ch	541100	gxb214
MRO INSPECTION SER	MRO Inspection Services	543500	gxb214
MRO LANDSCAPING	MRO Landscaping Services	543500	gxb214
MRO LAWN EQU>\$5000	MRO Lawn Equip >\$5000	536200	gxb214
MRO LAWN MAINT SUP	MRO Lawn Maintenance Supplies	541100	gxb214
MRO LUBRICANTS/OIL	MRO Lubricants&Penetrating Oil	541200	gxb214
MRO MACHINE >\$5000	MRO Machinery Saws, Drills,	536200	gxb214
MRO MAIN MATR'L SU	MRO Maintenance Material Suppl	541100	gxb214
MRO MAINT CONTRACT	MRO Maintenance Contracts	543500	gxb214
MRO MAINT EQ<\$5000	MRO Maintenance Equip <\$5000	531260	gxb214
MRO MAINT EQ>\$5000	MRO Maintenance Equip >\$5000	536200	gxb214
MRO MAINT INTERNAL	MRO Maintenance Serv/Interna	543400	gxb214
MRO MISC SERVICES	MRO Miscellaneous Serv Install	543800	gxb214
MRO PAINT & WALL	MRO Paint & Wall Cover	543500	gxb214
MRO PAINTING SERV	MRO Painting Serv Maint/Repair	543500	gxb214
MRO PAVING SERVICE	MRO Paving Services	543600	gxb214
MRO PLUMB EQ<\$5000	MRO Plumbing Equip <\$5000	531260	gxb214
MRO PLUMB EQ>\$5000	MRO Plumbing Equip >\$5000	536200	gxb214
MRO PLUMB SUPPLIES	MRO Plumbing Supplies & Parts	541100	gxb214
MRO PLUMBING SERV	MRO Plumbing Services, Install	543500	gxb214
MRO POWER EQ>\$5000	MRO POWER PLANT EQU>\$5000	536200	gxb214
MRO REPAIRS-PURCHA	MRO Repairs - Purchase	543600	gxb214
MRO REPAIRS-WKORDE	MRO Repairs-Work Orders	543700	gxb214

Category Code	Description	Account	Primary Buyer
MRO ROOF REPLACE	MRO Roof Renewal&Replacement	543930	gxb214
MRO SECURITY, PLANT	MRO Plant Security	533500	gxb214
MRO SIGNAGE-EXTERI	MRO Signage - Exterior	543340	gxb214
MRO UTILITIES	MRO Utilities	542600	gxb214
MRO VEHICLE REPAIR	MRO Vehicle Repair, Motorized	543200	gxb214
MRO VEHICLE SUPPLI	MRO Antifreeze, Oil, Tires, Sp	541200	gxb214
MRO WATER TRE CHEM	MRO Water Treatment Chemicals	531200	gxb214
MROHVACEQUIP<\$5000	MRO HVAC Equipment <\$5000	531260	gxb214
MROHVACEQUIP>\$5000	MRO HVAC Equip >\$5000	536200	gxb214
MUSIC ELEC > 5000	Music Instruments Elec > 5000	536200	djg99
MUSIC INST >5000	Musical Instruments > 5000	536200	djg99
MUSIC WIND > 5000	Music Inst WInd > 5000	536200	djg99
MUSICAL SUPPLIES	Musical Supplies, Sheet Music,	531260	djg99
NETWORK CHARGES	Network Charges	535150	dna11
OFFICE SUPPLIES	Office Supplies/Excludes Bk Pa	531100	djg99
OLIGONUCLEOTIDES	Oligonucleotides	531200	all
PARKING TAXES	Parking Taxes	555800	gxb214
PAYROLL INS	Payroll Insurance	203050	sdm83
PAYROLL RETIRE	Payroll Retirement	203050	sdm83
PHARMACEUTICALS	Pharmaceuticals	531200	all
PHOTO EQUIP > 5000	Photograph Equip > 5000	536200	tjb106
PHOTOGRAPHIC FILM	Photo Supplies, & Photographer	531200	sdm83
POSTAGE	Postage	535300	djg99
PRIMERS	Primers, Custom Oligonucleotid	531200	all
PRINTING SERVICES	Printing Documents, Posters,	531100	djg99
PROMOTIONAL SUPPLI	Promotional, Novelty Items,	531300	djg99
PUMPS>5000	Pumps/Compressors ? 5000	536200	gxb214
RADIOACTIVE	Radioactive Materials	531200	all
READ VIEW >5000	Read/View Equip > 5000	536200	gxb214
RECREATION>5000	Recreation Equip > 5000	536200	tjb106
RECURRING LEASE	Recuring Lease Payments	537400	gxb214
REGISTRATIONS	Registration for conf/events	534300	djg99
RENTAL EQUIPMENT	Rental Equipment	537100	gxb214
RENTAL FACILITIES	Rental Facilities	537200	gxb214
RENTAL SPACE EXHIB	Rental Space Exhibit	537200	gxb214
RENTAL TENTS&TARPS	Rental Tents & Tarps	537100	mkl14
REPAIRS	Repairs Movable Equip	543200	all
RESTRICTED ENZYMES	Restricted Enzymes	531200	all
RISK MGMT SERVICE	Risk Management Service	539990	dna11
SAFETY EQP>5000	Safety Equipment > 5000	536200	gxb214
SECURITY SERVICES	Security Services	533500	gxb214
SECURITY SUPPLIES	Security Supplies	533500	gxb214
SELECT AGENT	Select Agent DOES regulated	531200	all
SEQUENCING	Sequencing	531200	all
SERUM	Serum, media	531200	all
SERVICE EQP>5000	Service Equipment >5000	536200	gxb214

Category Code	Description	Account	Primary Buyer
SHIPPING	Shipping/Freight	535450	djg99
SOFTWARE>5000	Analytical Software > 5000	536200	dna11
SOFTWR LIC AGRMT	Software Licensing Agreement	555900	dna11
STATIONERY	Letterhead/Paper/Bus Cards	531100	sdm83
SUBCONTRACTS	Subcontracts	533800	djg99
SUBSCRIPTIONS	Subscriptions	531600	gxb214
TAXI	Taxi / Limo Service	534200	djg99
TELEPHONE, PAGERS	Telephones, Pagers, etc.	535100	dna11
TEMPORARY EMPLOYME	Temporary Employment Services	533100	djg99
TEXTILE	Linens, Towels	531200	djg99
THEATRE	Theatrical Suppllies	531200	djg99
TRAINING, PROFESS	Training, Seminars, Workshops	534300	djg99
TRANSCRIPTION SERV	Transcription Services	533200	sdm83
TRANSPORTATION	Transportation Services	535450	djg99
TRAVEL	TRAVEL	534200	djg99
UNIFORM	Uniforms, Safety Shoes, etc.	531200	gxb214
VEHICLES	Automobiles, Trucks, Vans	536250	tjb106
VETERINARY SUPPLIE	Veterinary Supplies	532700	all
VISITOR TRAVEL	Visitor Travel	534100	djg99
WASTE DISPOSAL	Trash Collection, Recycling	532600	tjb106
WASTE HAZARDOUS	Hazardous Waste Disposal	532600	all
WATER DEIONIZATION	Water Deionization	531200	all
WATER SER DRINKING	Water Service, Drinking	531400	mkl14
XRAY EQUIPMENT	XRAY EQUIP> 5000	536200	all