Fall Projects
Account Codes for Instructional Equipment
&
Revised Stock Received Report

PRESENTED BY: John Guion
Director Procurement & Contract Services
Instructional Equipment Account Codes

- The Procurement and Contract Services office will begin reviewing the process that is currently used to report Instructional Equipment to find efficiencies.

- We will be looking at the codes that are currently used and how they are reported.

619002 Instructional Equipment for Requisitions
619802 Instructional Equipment 5 Year Life for PO’s
619803 Instructional Equipment 10 Year Life for PO’s
Beginning this fall we will also start to look at revising the Stock Received Report.

- We are looking at reducing or streamlining the notifications that Receiving is currently getting.

- We hope that this will reduce confusion and increase the turnaround time for receiving the reports and ultimately getting the vendors paid.
Questions / Ideas

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