

Procurement Transaction Type Field Descriptions

Effective: January 30, 2012

The following Procurement Types are for use on the “Title Screen” of ALL requisitions and will be a required field. The Procurement Transaction Type should be selected to best fit the overall purchase on your requisition. There will be situations where requisitions include a mix of products and services, in these cases we need to determine the ‘over all’ purchase or use the 50% Rule.

50% rule: The deciding factor is where the majority of the cost is expended on the product itself or on the services related to making the product functional. Whenever the estimated cost of materials, equipment, or supplies amounts to 50% or more, it is not considered a service.

10: Equipment - Non-Technology: Procurements not meeting the technology equipment description that are not used up except through depreciation or wear and tear. Items would typically include: furniture, vehicles, machinery and other similar types of large objects. Agencies should use the 50% rule in determining whether procurements of equipment including labor for installation or servicing would be categorized as equipment or service.

15: Equipment – Technology: Procurements of technology equipment that are not used up except through depreciation or wear and tear. Items would typically include: computers, peripherals, etc.

20: Supplies - Non-Technology: Procurements not meeting the technology supplies description that would include all types of consumables such as: food, clothing, fuel, medical supplies, athletic supplies, office supplies, replacement parts, hardware supplies, printer supplies, etc.

25: Supplies - Technology: Procurements of technology supplies that would typically include: software, replacement parts, consumables, etc.

30: Non-Professional Services - Non-Technology: Procurements of activities performed by independent contractors not found under the description for technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, custodial services, grounds maintenance, banking/collection services, advertising/public relations, security services, food service, vending, hauling/moving/transportation, conference facilities, insurance, and rental of equipment with operators. Agencies should use the 50% to determine the type of procurement (service or equipment).

35: Non-Professional Services – Technology: Procurements of activities performed by independent contractors not found under the description for non-technology or professional services that do not consist primarily of the acquisition of equipment or materials, or the rental of equipment, materials and supplies. Items would typically include: maintenance agreements, consulting services, trainers, etc.

40: Professional Services: As defined by the *VPPA* means work performed by an independent contractor within the scope of the practices of: accounting, actuarial services, architecture, land surveying, landscape architecture, law, dentistry, medicine, optometry, pharmacy, professional engineering and the services of an economist procured by the State Corporation Commission. These are the only services that use the transaction type of Professional Service.

45: Printing: Procurements of printing services and products.

50: Construction: Procurements of buildings, altering, repairing, improving or demolishing any structure or building. Draining, dredging, excavation, grading or similar work upon real property. Typically might include: door repair or replacement, roof replacement, renovations of any kind, mine reclamation, site grading, etc.

55: Highway Construction: Procurements of highway construction, services, maintenance and repair.

60: Real Property: Procurements of the lease of office space, purchase/sale of land, appraisals/broker services, etc.

65: Surplus: Procurements of surplus property.

70: PPEA/PPTA: Procurements using the Public-Private Educational Facilities Infrastructure Act or Public-Private Transportation Act

75: ARRA: Procurements utilizing the American Recovery and Reinvestment Act.

80: Cooperative Procurement: procurements associated with a cooperative.

85: Non-Procurement or Other: an expense or other non-procurement type transaction.

90: Grant Opportunity: a Procurement associated with a grant.