

## Purchase Categories Quick Guide

**Purchase Categories** are primarily used for Grants/Sub awards/Federal Sponsored Projects.

### 1-4.0 Values, T&E, Request for Check, and Independent Contractor Categories

- Values 1 through 4.0 must only be used with their respective form
  - A mismatch will cause the requisition to be automatically rejected
- Value 4.0 INDEPENDENT CONTRACTOR should only be used with the Independent Contractor Form and only used for an individual providing a service
  - Using 4.0 INDEPENDENT CONTRACTOR on a Non-Catalog Form will cause the requisition to automatically reject

### 4.1 Values, Non-Catalog Form and Punch-Out Categories

- All 4.1 Values should only be used on the Non-Catalog Form and Punch-outs
  - Using any 4.1 value on any req other than the Non-Catalog Form or a Punch-Out will cause the requisition to automatically reject.
- **Non-Grant/Non-Project**, most Purchase Categories will fall under the following:
  - 4.1 **MAINTENANCE AND OPERATIONS**
  - 4.1 **OTHER - (INCLUDES CHANGES TO PREVIOUS POS)**
  - 4.1 SOFTWARE SUBSCRIPTION
  - 4.1 CAPITAL
- **Grant/Project**, Purchase Categories will:
  - Relate to the Account Being used, or
  - Be selected at the direction of the PI or associated Research Department.

### Available Purchase Categories

Value	Description
1. Use with Travel Form Only Use with Business Reimbursement Form Only	Travel Reimbursement
3. Use with Check Request Form Only	Check Request
4.0 INDEPENDENT CONTRACTOR	INDEPENDENT CONTRACTOR
4.1 ANIMAL CARE	ANIMAL CARE
4.1 ANIMAL PURCHASES	ANIMAL PURCHASES
4.1 CAPITAL	CAPITAL
4.1 CHEMICALS AND GASES - HAZARDOUS	CHEMICALS AND GASES - HAZARDOUS
4.1 CHEMICALS AND GASES- NON-HAZARDOUS	CHEMICALS AND GASES- NONHAZARDOUS
4.1 CONFERENCE - ADVANCED BOOKING	CONFERENCE - ADVANCED BOOKING
4.1 LAB SUPPLIES - NON-COVID	LAB SUPPLIES - NON-COVID
<b>4.1 MAINTENANCE AND OPERATIONS</b>	<b>MAINTENANCE AND OPERATIONS</b>

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Purchasing  
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<b>4.1 OTHER - (INCLUDES CHANGES TO PREVIOUS POS)</b>	<b>OTHER - (INCLUDES CHANGES TO PREVIOUS POS)</b>
4.1 PARTICIPANT SUPPORT	PARTICIPANT SUPPORT
4.1 RENTAL EQUIPMENT - LEASES/RENTALS	RENTAL EQUIPMENT - LEASES/RENTALS
4.1 RESEARCH SUBJECT PAYMENTS	RESEARCH SUBJECT PAYMENTS
4.1 SOFTWARE SUBSCRIPTION	SOFTWARE SUBSCRIPTION
4.1 SUBCONTRACT - FEDERAL FND TX ST AGENCY<25K	SUBCONTRACT - FEDERAL FND TX ST AGENCY<25K
4.1 SUBCONTRACT - FEDERAL FND TX ST AGENCY>25K	SUBCONTRACT - FEDERAL FND TX ST AGENCY>25K
4.1 SUBCONTRACT - NOT TX ST AGENCY <25K	SUBCONTRACT - NOT TX ST AGENCY <25K
4.1 SUBCONTRACT - NOT TX ST AGENCY >25K	SUBCONTRACT - NOT TX ST AGENCY >25K
4.1 SUBCONTRACT - STATE FND TX ST AGENCY >25K	SUBCONTRACT - STATE FND TX ST AGENCY >25K
4.1 SUBCONTRACT - STATE FND TX ST AGENCY <25K	SUBCONTRACT - STATE FND TX ST AGENCY <25K
4.1 TELECOMMUNICATIONS	TELECOMMUNICATIONS