

**Purchasing Category Request Form**

All requests sent via this form will be considered jointly by the Purchasing Department and the Controller’s Office. Justifications for new Categories or new Account Codes should be included for why existing Categories will not satisfy departmental needs.

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| --- | --- |
| Requisitioner’s Name |       |
| Requisitioner’s User ID  |       |
| Requisitioner’s Department  |       |
| Requisitioner’s Department 6-digit Code |       |
| Suggested New Category Type | [ ]  Supplies |
|  | [ ]  Equipment – Non-Asset |
|  | [ ]  Equipment – Asset  |
|  | [ ]  Rentals |
|  | [ ]  Services |
|  | [ ]  Fees |
|  | [ ]  Other:       |
| Suggested New Category Description |       |
| Suggested Existing Catalog |       |
| \*Suggested Account Code |        |
| \*Current Category Code Used  |       |
| Justification for New Categoryor \*New Account Code  |       |
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\*If your intent is to suggest a new Account Code to be linked with an existing Category Code, you may skip the Category Type, Description, and Catalog fields.

E-mail completed form to purchasing@sc.edu with subject “New Category Request.” Forms may also be sent via interoffice mail to: Purchasing Department, 1600 Hampton - Suite 606 or faxed to 803-777-2032.

Controller’s Office Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Purchasing Department Approval \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_