Top Coding Problems:

1. Internal Account funding:
   a. Ordering from Warehouse use Fund = 1801 / Function = 9810 / Proper Account # / Program = 9472 & Activity = Warehouse
   b. Ordering from Outside vendor (not Warehouse) use Fund = 1801 / Function = 9810 / Proper Account # / Program = 0000 & Activity = A/P
   c. Activity should never be PCARDS on a requisition
   d. Account number should correspond with purchase – see coding sheet

2. When using Fund 1000, no chartfields after Local Code should be used

3. Don't just code to where you have budget (ie: Supplies 551100). Please use the account code reference sheet to determine where to code the expenditure – if you do not have budget, you will need to prepare a budget JE move budget to correct funding strip.

4. If the unit cost of an item is $1,000 or greater and it is considered an asset – an Asset profile must be attached (refer to coding sheet). Coding assets to supplies (551100) is not acceptable.

5. Exception to the $1,000 rule is for computers:
   a. If the total unit cost of the computer (plus warranty) is $1,000 or greater – the asset profile will be either DESKTOP or LAPTOP
   b. If the unit cost of the computer is $999.99 or less – the asset profile should be Computer < $1,000

6. On-line subscriptions/web-based subscription are Software Licenses–use acct 536680.

7. Tables, Large Easels, Expensive rugs, etc. with a unit cost of $999.99 or less are considered Furniture/Fixtures & Equip - $999.99 (non-cap) - use account code 564220.

8. PeopleSoft does not recognize $0.00 line items (free things) or negative line items (discounts) on a requisition. Please explain these items in the comment section and put the net amount on the requisition.

9. If a quote is 12 line items or less, and the vendor is not a one line order vendor, you should do a line by line item requisition - **CANNOT BE A BLANKET**.

10. Grants (especially Federal grants) require a detailed explanation in the requestor justification section stating why this an allowable expense.

11. Whenever possible attach a quote to requisition.