

Requisitions – Equipment Purchases

New Jersey Institute of Technology
A Public Research University

In order to facilitate the Requisition approval process, we have listed below several items to keep in mind.

- Please obtain a copy of the latest edition of the Expense Object Code Definitions Listing from the Budget Office. The listing is also available on-line at the NJIT website ([click here](#)). Keep it handy when preparing Requisitions. Please make every effort to use the object code from the listing that most closely describes the actual expense being incurred.
- Do not use an object code solely because that is the only budget line in which you have available funds. (30xx series for Major Equipment and 31xx series for Minor Equipment versus the 4xxx series for Supplies.) Use the correct object code as it relates to the actual expense. If a Budget Transfer is needed, please process the request to the Budget Office.
- Please be attentive to the distinction between Capitalized Equipment - 30xx, (unit price greater than \$2,500) versus Non-Capitalized Movable Equipment – 31xx, (\$2,500 or less per unit). Also, bear in mind the distinction between items of Equipment versus an item that should be correctly classified as a Supply.
- Before you create a requisition, if you are unsure of which object code to use, Please call the General Accounting Office, Mr. Sunil Patel, at ext. –7737. This communication, up-front, will save time and effort in processing and approving the equipment requisition.
- Do not use Budget Holding Codes (3000, 3110,3900) in place of the actual expense object codes that most closely describes the actual expense, as per the Expense Object Code Definitions Listing. The Budget Holding Codes are to be used solely by the Budget Office when entering the annual Departmental Budget Allocations. They are not to be used to charge actual expenses on FRS.
- Please be as detailed and accurate as possible when placing your descriptions on Screen 254. This will save time on phone calls and/or emails requesting additional information or clarification from the requisitioner.
- On Screen 250, please enter the name and phone extension of the Contact Person for each requisition. This will speed the process of communication should questions or problems arise when reviewing the Requisition for approval.
- With the implementation of the Fixed Asset System, the description on Screen 254 becomes extremely important. It is the first two lines of the Screen 254 description that is transferred directly into the Fixed Asset System.
- The first two lines should include a clear, accurate narrative description of the item and then the subsequent lines should be used to include the model number, part number, or catalog number of the item. For example:

*DELL 2000 computer with monitor
900 MHz memory and CD ROM
Catalog No. 95607 Model 905
As per quotation #357, dated 1-24-2000
Instructional Laboratory use; Tiernan Room 209*

- For all requisitions charging a grant account, 9-xxxxx, please use the appropriate Req Type that begins with a "G": "GE" (grant equipment, non-computer) or "GC" (grant computer equipment or computer-related supplies).
- For all other requisitions charged to non-grant accounts, please use the correct Req Type as "UE" (university equipment, non-computer) or "UC" for the purchase of computer and computer-related equipment and/or supplies.
- When you are requested to delete a requisition from FRS, please do so promptly. If you do not know how to delete a requisition in the system, please contact the Purchasing Office for instructions.
- All requisition numbers must begin with the letter "R". If an error is made when initiating a req in FRS, please delete the incorrectly lettered requisition and start again.