

Requisitions – Other than 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. 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.
- Do not use Budget Holding Codes (3000, 4000,5000,6900, etc.) 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 Req for approval.
- When requisitioning direct vendor payment for official receptions and meetings, Object Code 5115 or 5198, please indicate clearly the purpose of the function, the date, and the location, as well as the names and/or number of persons attending.
- Please also note that personal reimbursements for this type of expense, luncheon or dinner meetings, if done as part of your normal official duties at NJIT or as part of a specific project or program should be submitted on a regular basis on a Travel Expense Voucher Report to the Budget Office.
- When requisitioning direct vendor payment for the Registration Fee to a conference, workshop or seminar, please use object code 5102. In addition, please indicate the date(s) of the conference, the location, and the names of the staff members who will be attending.
- Direct vendor payments to hotels, airlines or travel agencies for official travel to conferences, workshops and seminars will require the date(s) of the conference, the location, and the names of the staff members who will be attending. Here, however, use object codes 5101, 5105, 5110 or 5198, as appropriate.

One day travel. No overnight lodging; includes meals and transportation (mileage reimbursement).

Travel requiring overnight stay. Includes lodging, meals and transportation within the United States.

Travel outside the United States. Includes lodging, meals and transportation.

- 5198 Allowable travel, food and/or entertainment expenses incurred on official NJIT-sponsored business but does not satisfy Federal A-21 guidelines used to calculate the Facilities and Administration Rate. Call the Grants and Contracts Office or the Budget Department with any questions.
- For personal reimbursements for registration fees, hotels and travel expenses, do not initiate a Requisition in FRS. Submit a Travel Expense Voucher Report to the Budget Office. Please note that this procedure should be followed for all NJIT staff members as well as NJIT students traveling and attending conferences as representatives of NJIT academic departments and/or recognized NJIT student organizations and clubs.
- Please note the distinction between travel-related object codes for NJIT staff members and students, the 5xxx series, and travel-related expenses for NON-NJIT staff members and students, object code 6916 – Participant Support:
- *Payment to a Non-NJIT employee/student for travel costs for involvement in a specific program, project or contracted work assignment. Normally, payment is to cover out of pocket transportation expenses and does not require a 1099. (Federal Form 1099 = Non-employee compensation.)*
- This Object code, 6916, would be “the companion” to the Fee Payments to Outside Consultants (6101) or Honorarium recipients (6908) if and when a separate invoice is submitted by them requesting reimbursement for their travel costs.
- Payments for services rendered by NJIT faculty, staff members and students must be processed by means of an approved PAF. Payment will be made through the auspices of the Payroll Office. Also, special prizes or awards to NJIT faculty and/or staff members will also be processed by means of an approved PAF and payment made by the Payroll Office.
- Before processing requisition payments to NJIT students for special awards, prizes, grants or other supplements, please notify the Financial Aid Office so that student records may be verified and updated. In some cases, upon consultation with the FAO, payment may be processed through the SIS system and you will be instructed to delete the current requisition in FRS.
- Before processing requisition payments for outside Consultants and/or Independent Contractors, a contract or letter of agreement must already have been signed and on file in the department’s records. When inputting the description on Screen 254, please indicate clearly the dates of service and include a statement confirming that a contract and/or agreement is on file in the department. You must also include a valid taxpayer identification number.
- Before engaging foreign nationals as outside consultants, independent contractors OR as an NJIT employee, please consult with the Human Resources and/or Legal Office, as appropriate, in order to complete and resolve all necessary contractual, legal and tax issues.
- For all requisitions charging a grant account, 9-xxxxx, please use the appropriate Req Type that begins with a “G”.
- For all requisitions involving the purchase of computer and computer-related equipment and/or supplies, please use the Req Type “UC”.

- Blanket orders must not be used for one-time only purchases. Blanket orders should be used for instances where numerous invoices will be charged to the same PO over a lengthy period of time.
- Object Code 6108 should be used for EXTERNAL printing and publication services (includes photography, offset, duplicating and design services). Object Code 6905 is used to reflect IN-HOUSE charges for these types of services as rendered by our on-campus provider, Xerox Business Services.
- 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.