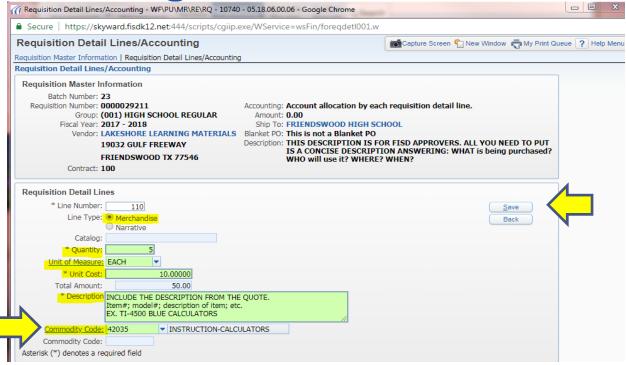# Purchasing – Commodity Codes

- Commodity Codes are standard classification codes for products and services used to track aggregate spending within the District. We just implemented these codes in 2017-18 which means they are subject to change periodically.

- A Google Sheets document has been created to help navigate these codes. Contact the Purchasing Coordinator for this link.

- Referring to a PO from last year can help when selecting these codes.

- Remember – CLONING your PO's can be a real time-saver!

Purchasing – Requisition Entry (Merchandise Detail)

These are the "**Detail Lines**"

- Select **Merchandise;** Enter **Quantity; Unit Cost; Description**
- If more than 6 line items just enter **"see attached quote"** and attach details.
- Select the **Commodity Code** specific to each line item
- If shipping is not included in quote add a "**S&H**" line at 10% of cost to cover that expense.
- **Save**