

July 1, 1999

IMPORTANT!

MEMORANDUM

TO: Chief Business Officials

FROM: Philip V. Albano, Director
Administrative & Facility Services

SUBJECT: Use of Commodity Codes

The Community Colleges System Office has used commodity codes to track different types of equipment and materials purchased at the colleges. In addition to providing information that was used in various budget reports, and in determining the needs of the colleges, the Division of Purchase & Contract used this information along with information gathered from other institutions in formulating requirements for state purchasing contracts. The System Office staff, working in conjunction with the Division of Purchase & Contract has determined that the use of commodity codes is no longer required.

Although we have found that the aforementioned requirements for the use of commodity codes no longer exist, we did determine that some of the colleges have been using commodity codes in evaluating requirements on their campuses. Therefore, rather than deleting the commodity codes from the colleges' accounting systems, it has been decided that the commodity code field will be optional rather than mandatory.

Starting July 1, 1999, you will have the option of leaving the commodity code field blank or filling it to provide information for use on your campus. If there are any questions regarding this change, please contact Charles Valrie at (919) 733-7051, Extension 240.

PVA/CV

c: Presidents
Kennon Briggs

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E-MAIL