UHOO Procurement Requisition Form

University/Hill Operations Center - uhoopurchasing@lbl.gov

Request Defaults		Procurement Use Only	
*Requester Name:		Requisition No:	

☐ **Requisition requires Hands-On Work and SJHAWA form completed on SJHA Database Website: https://ehswprod.lbl.gov/sjha/login.aspx**

SJHA Link (obtained from website):

☐ **ARRA project ID is used to pay for order.**

Settings (Requisition Defaults)

***Vendor:**

***Vendor Contact:**

☐ **PCard Suggested** (Check for requisitions <= $10K that are not restricted items)

Buyer: (leave blank unless a buyer asked you to enter their name)

Deliver to Bldg/Room #:

***Due Date:**

***Approver:**

Special Instructions:
(Use this section for any special instructions for the buyer or vendor's attention, including required EH&S justifications or shipping instructions for sensitive items.)

Distribution Defaults

- **Project ID:**
- Activity ID:

Requisition Summary

☐ **Sole Source Flag**	**Reason**:	**Services**:No Services	**GFP/SAP**:No

*Item Number	*Description	*Qty	*Price	*Unit of Measure	*Category**	¤Safety Code No.**

If additional line items are needed, please attach separately.
**required information **Sensitive items may require special shipping instructions or justifications. See page 2*
¤If Category requires it (see page 2), include the safety code (RWA, BUA, AHD) number here)

Category Codes

Shaded categories may require EH&S or other approvals prior to purchase

Description	Category Code
Goods	
Biological/Chemical	
Asbestos and Asbestos Fibres/Threads/Components	ASBESTOS
Chemicals (All-Other, Non-Restricted) including Bio Chemicals & Gas Mats (NR)	12000000
Chemicals (Restricted) - Reactive, Explosive, Hazardous, Elements(R1)	CHEMR
Controlled Substances (DEA Schedule IV)(R4)	CONTROLSUBSTANCE
Drugs and Pharmaceutical Products	51000000
Fuels/Fuel Additives & Lubricants & Anti-corrosive Materials	15000000
Gases (NR) - Bulk, Cylinder, Dry Ice	12142100
Gases (R2) - Hazardous and Reactive	121421R2
Isotopes & Radioactive Materials	12142200
Lead Components/Materials	LEAD
Live Plant and Animal Material and Accessories and Supplies	10000000
Mineral and Textile and Inedible Plant and Animal Materials	11000000
Precious Metals	11101800
Resin & Rosin & Rubber & Foam & Film & Elastomeric Materials	13000000
Restricted Biological Agents and Toxins (R3)	BIOAGR
Computer	
Controlled Property (Desktop/Laptop/Server/Tablet/Radios/Smartphone)	CONTROLPROPERTY
Information Technology & Telecommunication Hardware/Software/Supplies	43000000
Construction & Maintenance of Facilities	
Building and Construction Components and Supplies	30000000
Building and Construction Machinery and Accessories	22000000
Cleaning Equipment and Supplies	47000000
Distribution & Conditioning Systems & Equipment & Components	40000000
Manufacturing Components and Supplies (Hardware and Industrial Supplies MRO)	31000000
Material Handling and Storage Accessories and Supplies	24000000
Power Generation and Distribution Machinery and Accessories	26000000
Safety Equipment - Fall protection and rescue equipment	46182300
Safety Equipment - Fire protection Equipment and Supplies	46190000
Stores	STORES
Tools and General Machinery	27000000
Vehicles and Vehicle Accessories and Components	25000000
Electrical, Electronic & Fabrications	
Lab Equipment (R5)-Laser/Radiation Generating/Electron Use	410000R5
Lab Equipment (R6) - Cabinets &	410000R6
Lab Equipment (R7) - HEPA Filters	410000R7
Laboratory Equipment & Supplies	41000000
Medical Diagnostic Imaging & Nuclear Medicine Products	42200000
Medical Equipment and Accessories and Supplies	42000000
Safety Equipment & Supplies - Hearing Protection	46181900
Safety Equipment & Supplies - Respiratory protection	46182000
Security & Safety Equipment/Supplies	46000000
Work Apparel and Luggage Products	53000000
Office Equipment & Supplies	
Domestic Appliances	52140000
Office Furniture - Ergonomic	5600000E
Office Furniture & Furnishings	56000000
Office Equipment and Accessories and Supplies	44000000
Paper Materials and Products	14000000
Printing/Photographic/Audio & Visual Equipment & Supplies	45000000
Published Products (Books, Periodicals, Subscriptions)	55000000
Services	
Facilities Related Services	
Building & Grounds Maintenance & Repair Services	72000000
Building construction support/maintenance & repair services	72100000
General building construction	72130000
Industrial Cleaning Services (Janitorial & Industrial Waste & Cleanup Services)	76000000
Professional Architectural & Engineering Services	81100000
Public Utilities - Electric Only	ULECT
Public Utilities (Non-Electric)	83000000

Lease / Rental Services	
Lease and Rental of Real Property or Building	80131500
Lease Equipment	801315LE
Lease To Own Equipment	80131LTO
Personnel & Effort Related Services	
Advertising	82100000
Education and Training Services	86000000
Employee, Community & Social Services	93000000
Healthcare and Medical Science Research Services (Healthcare Services)	85000000
Personnel Recruitment	80111700
Professional & Consulting Services	80000000
Research and Development Services - Non-UC	RANDD
Special Program Management (Restricted)	PROJM
Temporary personnel services (Contract Labor)	80111600
Travel and Food and Lodging Services	90000000
UC Labor Services	UCLBR
UC Research and Development Services	UCRD
Special & Other Services	
Computer & Technology Based Services	81110000
Editorial and Design and Graphic and Reproduction Services	82000000
Environmental Services	77000000
Financial and Insurance Services	84000000
Internet services	83121700
Security & Safety Services	92100000
Telecommunications Services	83110000
Transportation and Storage and Mail Services	78000000
UC Supplies and Services	UCSUPPSERV

Shaded materials may require work authorization codes (BUA, AHD, RWA), written justifications, approval forms, or special shipping/vendor instructions. See Pub 3000 at the lbl.gov website and comply with all requirements, and err on the side of safety. For additional information, please go to Procurement's Item Categories List.

Radioactive orders in small quantities require, in addition to the RWA #, the following in comments:

ATTENTION: RADIATION PROTECTION GROUP, B75-113

SEND COMPLETED REQUEST TO uhoopurchasing@lbl.gov