



# Purchasing Services - Standard Operating Procedure [S.O.P.] – Purchasing Methods

**PROCESS:** Procurement  
**Subject:** End Use Description  
**Reference:** Appendix C> Purchasing Services, SOP Purchase Order – Internal On-line Requisitioning Process

*Financial Services*

**N.B.:** This website changes frequently. Please refer to <http://www.fin.uoguelph.ca> FORMS>Purchasing Services – Standard Operating Procedures [S.O.P.] for the most recent version of this document (Form\_SOP\_Buy\_EndD3.pdf).

## End Use Description

<u>Sales End Use Information</u>	<u>Description</u>
ADMIN	Administrative use
BOOKS/SUB	Books
CONFERENCE	Conference
FARM	Farming related
FARM EX	Farming related, GST to be exempt
FOOD	Food
GASOLINE	Gasoline
LIB BOOKS	Library books
MEDICAL	Medical
OTHER	Other
PERMIT	Permit
PHARMACY	Pharmacy
R & T	Research and Teaching
REAL PROP	Real estate property
RESEARCH	Research
SERVICE	Service
TEACHING	Teaching