1. **New Category Code**

The following new category codes have been added in iProcurement.

|  |  |
| --- | --- |
| **Category**  | **Description** |
| CONFERENCE | Conference, meeting |
| EVENT | Event hosting & organizing, Special occasion |
| MEMBERSHIP | Membership, Sponsorship |
| LASER | Laser devices & supplies |
| RAD | Radioactive Material & Supplies |
| TEACHING | Teaching, Speaking engagement, Lecturing services |
| TRAINING | Training, Course, Seminar |
| WEBSITE | Website development, maintenance, troubleshooting services |

For user’s convenience, all the new category codes are set up with category type SUPP only.

1. **Change to Radioactive Material Category Code**

Starting immediately please use RAD.SUPP for Radioactive Material purchases. The original code CHEM4.SUPP will be phased out within a couple of months.

1. **Restricted Categories Requiring Special Approval Prior to Purchases**

Requisitions for the following categories must be approved by specific functional departments before they are processed into HVPOs by Purchasing Services:

|  |  |  |  |
| --- | --- | --- | --- |
| **Items** | **Category Code** | **Authorized Approvers** | **Functional Management Department** |
| Radioactive Material | RAD.SUPP | Domenico Barillari *or* Ryan Das | Environmental Health & Safety |
| Hazardous Material | WASTE.SUPP | Alicja Zachertowska | Environmental Health & Safety |
| Live Animal | ANIM3.SUPP | Joanne Raymond | Animal Care Services |

Purchases of above restricted categories, regardless of dollar value, must be initiated by submitting requisitions within the iProcurement system. All requisitions will be routed electronically to the authorized approvers from the specific functional management departments. Approvals are completed within the iProcurement system. Only approved requisitions will go to Purchasing Services for PO issuing.

If you have any questions regarding above, please contact myreq@uoguelph.ca.