

The requisition matrix has been developed to assist the SAP users in determining the proper requisition type when entering requisitions for purchase of goods and services. Please note ZB requisitions are only to be used in the healthcare environment. NB requisitions cover all remaining accounts. Refer back to this list frequently as new commodities will be added periodically. Please contact HealthCare Finance with any questions at 3-3756

*** All equipment approved through the Capital Allocation Process regardless of cost uses a ZB requisition type**

Purchases	Requisition Type	
	ZB PURCH REQ (for healthcare environment only)	NB PURCHASE REQ
Capital Equipment > \$2000*	x	
Cleaning Supplies (Janitorial)		x
Coding & Compliance		x
Commercial Services		x
Computer Equipment & Software (hospital) > \$1,000.00	x	
Copier Rentals		x
Dental Supplies (KY Clinic, College of Medicine)		x
Equipment < \$2,000 or Computer Equipment & Software < \$1,000		x
Forms		x
Furniture (unless Capital Related; *see Capital Equipment note)		x
Gowns		x
Imaging		x
Laboratory (in Materials Management Formulary)	x	
Linens		x
Maintenance		x
Medical Staffing Services		x
Medical Supplies (patient related with cost center 1058xxxx...)	x	
Med/Surg (in Materials Management Formulary)	x	
Non-Med/Surg		x
Pharmacy		x
Radioisotopes		x
Records Storage		x
Reference Lab Testing	x	
Rentals		x
Services (Repairs)		x
Subscriptions/Dues		x

Surgical Instruments (in Materials Management Formulary)	x	
Transcription		x