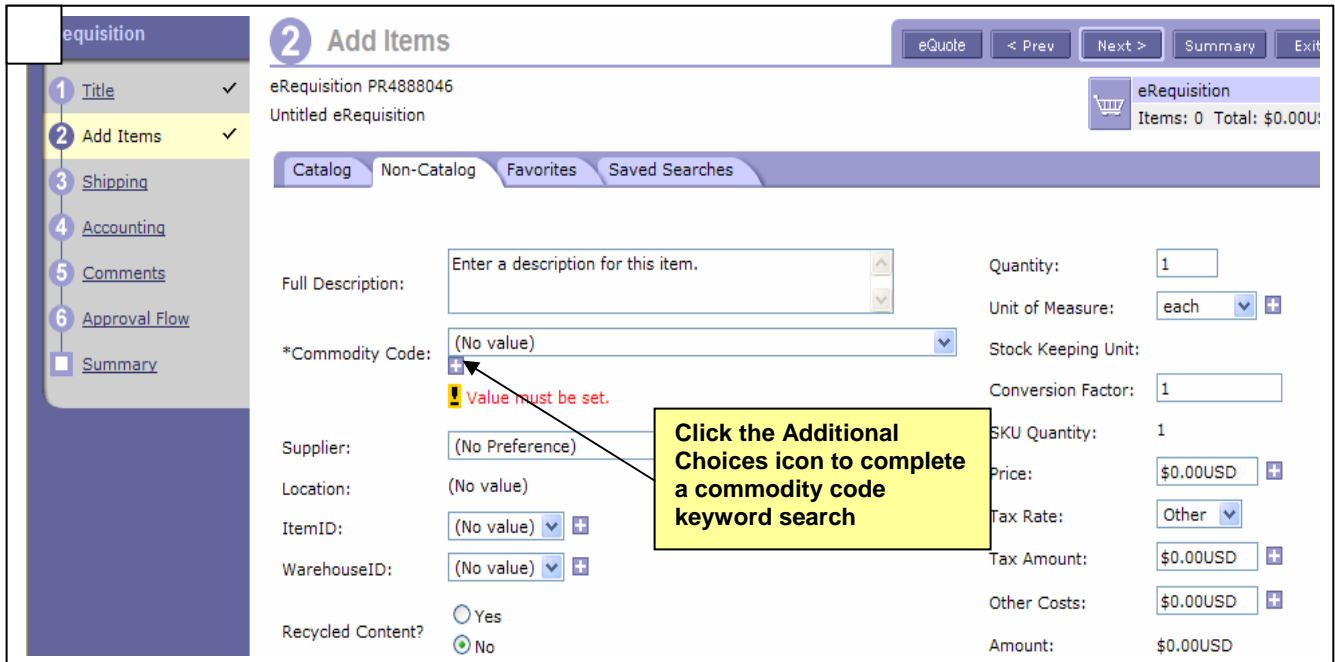
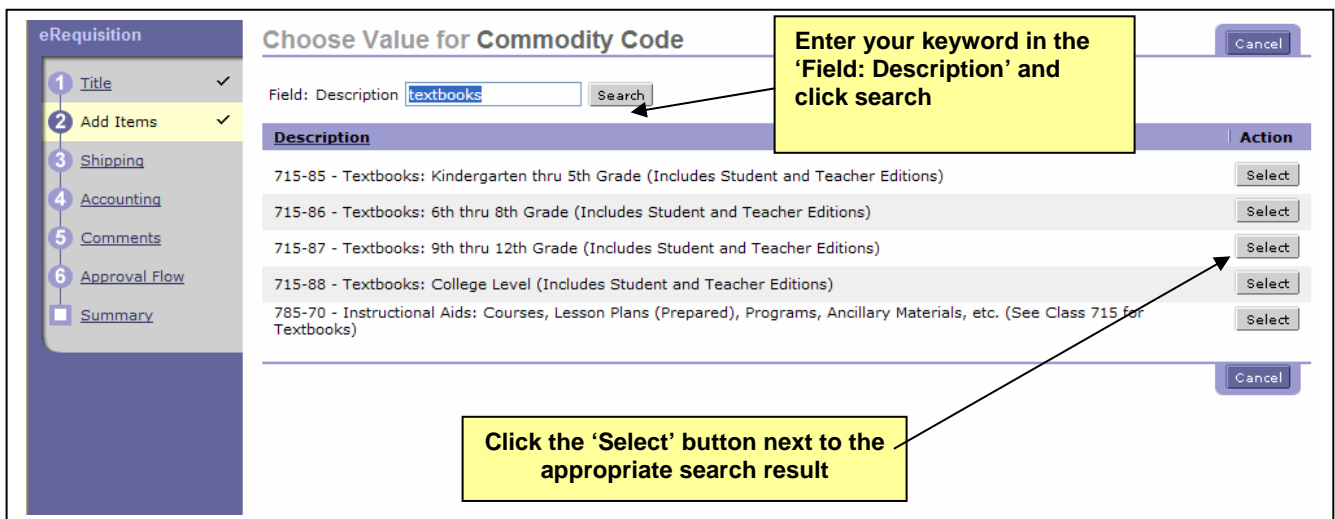


Choosing Commodity Codes



- It is important to use an accurate commodity code on your orders. Commodity codes are used to classify items in your order, provide information in reporting, and to determine when the vendor is assessed the marketing fee.
- As a general rule, services should always be assigned a 900 series commodity code.
- It is also important to separate line items and assign appropriate commodity codes when different commodities are being purchased. This is particularly important when goods and services are included on the same order (e.g., blanket and construction orders).
- Whenever possible, entities should invoice at the line item level so that blanket POs accurately reflect goods and services received.



- Commodity Codes in the 998 series (Sale of Surplus & Obsolete Items) should not be used for items on a purchase order. Please select a more appropriate commodity code.