



Charles Sturt  
University

# Technical Services Procurement Guide

## 2025

Faculty of Science and Health

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# Introduction

## Procuring and Purchasing

**Procurement** is a planned process of sourcing or obtaining services or goods. Procurement should be planned in advance following correct CSU policy and procedure, not after services or goods have been purchased/received. See [Procure to pay](#) and [Finance Procedure – Procurement](#) for further details.

**Purchasing** is the process of ordering, receiving, and paying for goods or services.

## Types of Purchases

Determining which Fund/Organisation/Account/Program (**FOAP**) codes are used for payment is simply based on the type of commodity being purchased:

- **Consumables** – items which are considered single use, disposable or can be used in full.
- **Capital Equipment** – items with a unit value \$10,000 (ex GST) and over and generally have a minimum useful life of at least 2 years. Note that a 'system' comprised of multiple interrelated items, some valued at less than \$10,000 may be considered as Capital however multiple small items with a total value of more than \$10,000 is not a Capital Purchase. For example, purchasing 20 microscopes with a cost of \$2,000 each is not a capital purchase.
- **Minor Equipment** – items with a unit value under \$10,000 (ex GST), have a minimum useful life of 2 years or are considered portable and attractive. Generally, items under \$350 are considered as consumables however in cases where items have an operational life of 2 or more years it may be more appropriate to consider as minor equipment.
- **Service & Maintenance** – an activity involving a repair, calibration, certification, or procedure which is designed to maintain a product in safe and reliable working order. Regardless of cost, service and maintenance agreements may not be considered as a Capital Expense.
- **Software Licences and Leases** – most licences are paid from the operating budget of the School or Enterprise in which the software is used. Regardless of cost service and maintenance agreements may not be considered as a Capital Expense.

## Legal Requirements

Standard University agreements do not need to be referred to Legal Services for review, unless the agreement value or financial impact is over \$100,000 (ex GST), or if the agreement is assessed as having a higher risk. Log in via the [Legal Services - Agreements](#) page for more information and access to the agreements. Consult with legal on any agreement/contract entered into that is not on one of the University templates, or if there is substantial amendment to the clauses in our template.

## Quotes – Number Required

See [Procure to pay](#) or '[Finance Procedure – Procurement](#)' for full details.

When placing an order, the number of quotes needed depends on the cost of each individual item:

- Up to \$5,000 ex GST – one quote recommended. At minimum, contact the supplier for the cost.
- \$5,000 to \$20,000 ex GST – one quote required.
- \$20,000 to \$50,000 ex GST – two quotes required.
- \$50,000 to \$150,000 ex GST – three quotes required.
- Over \$150,000 ex GST – tender is required ([procurement@csu.edu.au](mailto:procurement@csu.edu.au) will need to be contacted).
- A Sole Supplier Form (SSF) with supporting evidence may be accepted for items or a service over \$20,000 where there is only one suitable supplier. Please email SSFs, signed by the requestor, to

[techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au), and we will arrange endorsement and approval of the SSF. Sole Supplier Forms can be found on Unimarket Homepage under 'Learning Centre.'

## Chart of Accounts

A complete list of FOAP codes is available through the Division of Finance  
<https://staff.csu.edu.au/division/finance/resources/finance-management-toolbox>

## Unimarket Access and Training

Details can be found [here](#). All steps must be completed to be granted Unimarket access.

## Unimarket Buyer and Browser guide

Please logon to [Unimarket user guides](#) and follow the 'Buyer and Browser guide for UniMarket'

Additional important information:

- **Retrofit Orders**
  - Retrofit orders are against CSU policy and are to be avoided, although are sometimes necessary in special circumstances.
  - Retrofit orders are required where the CSU procurement processes has not been followed, and an invoice is to be paid which does not already have a purchase order.
  - 'Retrofit Order' is only to be selected if you have requested, and been granted, written approval from [procurement@csu.edu.au](mailto:procurement@csu.edu.au), and the approval is attached in 'Justification Attachments'.
  - Once a retrofit order is approved, you will receive a notification by e-mail. You must then receive the order in Unimarket and email the invoice to [invoices@csu.unimarket.com.au](mailto:invoices@csu.unimarket.com.au).
  - Retrofits are reported to the Executive Leadership Team on a monthly basis and can have a bearing on our TEQSA accreditation.
- **Special Instructions**
  - Add quote reference number.
  - Add any specific delivery information or contact details if needed.
- **Blanket Order**
  - This option is visible to people with additional access and training.
  - Blanket orders are used in specific circumstances, e.g. ongoing monthly charges. Please contact [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au) if you consider a blanket order is warranted.
- **'Order Attachments'** – attach quote provided by the supplier ONLY, do not attach approval emails etc. Quotes are not required for Unimarket round trips/catalogue items.
- **'Justification Attachments'** – attach:
  - Quote provided by the supplier.
  - Appropriate number of quotes OR completed Sole Supplier Form and 1 quote.
  - Approval to purchase (attach emails as a PDF).
  - Any other relevant information.
- **'Justification'** – list applicable subject codes, who approved the purchase and any other relevant information.

**IMPORTANT:** When justifying a purchase, describe in a way an outsider (or an auditor!) would understand, e.g. Instead of "For teaching," or "Food for speech," you could say "Food for Speech Pathology Intensive SPH530 swallowing workshop. Request from Linda Wilson and approval from Kylie Kent attached."

- **'Justification 'Type'** – there are 4 options. One must be selected:
  - **'1-General'** – only to be selected if none of the other 3 following options are applicable.

- **'2-Hazardous Chemicals / Scheduled Substances / Imported Chemicals'** – see [Chemical Procurement](#) on the [Technical Services webpage](#)
- **'3-Biological Products'** – see biological procurement flowchart on the [Technical Services webpage](#). See also [Biosafety](#) on the [Research Integrity, Ethics and Compliance webpage](#).
- **'4'-Radioactive Materials / Irradiating Apparatus / Lasers'** – see [Radiation Safety Committee](#) on the [Research Integrity, Ethics and Compliance webpage](#)

## Purchase Cards

See [Using a purchase card](#) and [ExpenseMe Pro \(formerly ProMaster\)](#) for full details. Unimarket is always preferred for purchases, but if a supplier is not in Unimarket, or is a one-off purchase, please discuss the use of a purchase card with your manager. You must have written approval from your manager to use your company purchase card for each purchase. **Chemicals, scheduled substances, biological products, and radioactive materials cannot be purchased using a purchase card.** You will be notified by email to reconcile expenses.

## Determining Approver/Budget Manager

If you need to determine who will be approving the purchase before it's submitted, search the Organisation code at [Financial Delegations Approver Listing](#)

## Unimarket Receiving Guide

It is the Requester's/Browser's responsibility to receive items in Unimarket. Please logon to [Unimarket user guides](#) and follow the '*Receiving Guide for Unimarket*'

## Invoices

It is the Requester's/Browser's responsibility to follow up missing invoices with the supplier. Please review your Unimarket orders regularly to determine if invoices have been added. If you receive an invoice which is still to be attached to a Unimarket order, send the invoice to [invoices@csu.unimarket.com.au](mailto:invoices@csu.unimarket.com.au) with:

- Subject: PU number only
- Body of email: "Please pay" and your email signature.
- Attach the invoice (1 invoice per email)

## Regular Housekeeping of Unimarket Orders

**Goods Received, No Invoice (GRNI)** - These are received orders in Unimarket that do not have a matching invoice in Unimarket.

There may be number of reasons why an invoice has not been received by Accounts Payable, but as a requestor (Unimarket browser), it is a requirement for you to follow up outstanding invoices. Unimarket buyers should also be checking GRNI orders as a verification step for any invoices a browser may have missed.

To establish which GRNI orders you need to investigate, in Unimarket:

- Select "Orders" on the left side of the screen
- Select "Filters" on the right side of the screen if filters are hidden
- For Created Date, select "X" next to "Last 90 days" (so no date range is selected)
- Receiving – select GRNI
- Order State – select Open
- Apply filter

Please investigate each GRNI order, contacting the supplier for an invoice where necessary. Email invoices per [Invoices](#), listed previously in this document.

**Outstanding Receiving** - These are orders where an item has not been received in Unimarket, but an invoice has been added to Unimarket.

Again, for requestors (Unimarket browsers), it is a requirement for you to follow up outstanding orders. Unimarket buyers should also be checking “Outstanding Receiving” as a verification step for any outstanding receiving orders a browser may have missed.

To establish which “Outstanding Receiving” orders you need to investigate, in Unimarket:

- Select Tasks in upper right corner of Unimarket screen (white tick, see picture)
- Select “Outstanding Receiving”
- Under “Has Pending Invoice,” select yes
- Select Search



Please investigate each order that appears, so that items can be received in Unimarket where appropriate, and the supplier can be paid. If the company cannot supply an item, then this item will need to be “Manually Closed” under “Receive.” If you do not know how to do this, please contact me.

**Outstanding Orders** - These are orders where an item has not been received and there is also no invoice in Unimarket.

All orders are outstanding at some point, but after a time if an order has not been received, it is the Unimarket browser’s responsibility to follow up with the supplier. Unimarket buyers should also be checking “Outstanding Orders” as a verification step for any outstanding orders a browser may have missed.

To establish which “Outstanding Orders” you need to investigate, in Unimarket:

- Select “Orders” on the left side of the screen
- Select “Filters” on the right side of the screen if filters are hidden
- For Created Date, select “X” next to “Last 90 days” (so no date range is selected)
- Receiving – select Outstanding
- Order State – select Open
- Apply filter

Please investigate older outstanding orders, contacting the supplier regarding delivery where necessary.

## Hard-closing Orders (BUYERS ONLY)

This is for Unimarket users that are **buyers only**, not browsers. If you are a buyer and have not hard-closed orders before, please contact [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au). Hard-closing means the order can no longer be edited, cancelled, invoiced, or received. It also updates Banner Finance which assists the Finance team.

To establish which orders are to be hard-closed, in Unimarket:

- Select “Orders” on the left side of the screen
- For Created Date, select “X” next to “Last 90 days” (so no date range is selected)
- Select “Filters” on the right side of the screen, and change
- Receiving – select Closed

- Has Accepted Invoice – select Yes
- Order State - Open
- Apply filter

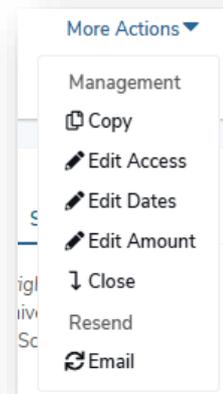
Then, starting with the oldest order, check each order as follows:

- Select order number. For each line, under Qty, there should be 3 matching values. (If these values do not match, receiving has been manually closed because less was received than ordered, or more were received than originally requested)
- Select Invoices (see picture)
- Select each invoice number that appears
- At the top of the screen for each invoice number, check "Payment Due Date" and "Matched Date."



IF these dates are **both greater than 1 month ago for all invoice numbers**, then the order can be hard-closed:

- From your current screen, select the back arrow
- At top right of screen, select "More Actions"
- Select Close (see picture)
- A pop-up box will appear with the following: *"Are you sure you wish to close this order? Only users with the Create Invoice role are able to reopen it. This will prevent receiving and invoicing against this order."*
- Select OK



## Contact

If you have any questions or require further guidance, please contact Jodi Newman or Marissa Wright (Acting Senior Technical Officers (Technical Support)) via [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au).

*Thank you.*

# Consumables

**Subject Codes** – All subject codes applicable to the purchase must be listed in justification, and the consumable program code for relevant School used.

**Splitting Program codes** – Where a school specific consumable is purchased, and the cost is applicable to subjects of two or more schools the costs should be apportioned across the schools appropriately.

**Purchase Cards** – See [Purchase Cards](#), as previously listed in this document.

**Lab Store Orders** – Laboratory Store is in the process of slowly shutting down. If the items you require are not on the [labstore website](#), please purchase direct from supplier using the list supplied at [Technical Services website](#) (procurement section). When completing a Laboratory Store requisition form, keep items with the same program code on the one requisition, creating a new requisition for different program codes.

**Research Consumables** – Where technical services staff coordinate the provision to goods such as gloves, handwash & paper towel etc for use in research spaces, the cost of these items should be charged to A541–4112–420–41154.

For specific research groups, supervisor approval and FOAP codes must be provided in writing.

**Technical Managers** – As approvers, Technical Managers must check the correct programs codes are used to capture expenditure attributable to Schools. An allocation has been made to the technical team accounts for consumable purchases which are to be attributed to the general consumables program code. Managers will need to check these purchases remain within budgeted limits using <https://fast.csu.edu.au/>.

## Buyers

The Technical Services purchasing structure has allocated consumable buyers to manage requisitions related to a specific area of expertise. Requisitions should be referred to the most appropriate buyer. Non-specific purchases can be directed to any of the buyers listed.

It is expected, prior to raising a consumables requisition for teaching, that Technical Staff have discussed consumable requirements with relevant academic staff. Should there be any concerns regarding the consumables academics are requesting, these concerns should be raised with the relevant team manager for discussion with the Head of School.

Area of expertise	Buyer
General consumables	Craig Wyatt
Microbiological and biological related purchases	Steven Cooke
Animal and veterinary related purchases	Felicity Stanley
Hazardous chemicals and chemical related purchases	<b>Wagga Campus</b> - Sajid Latif and Felicity Stanley <b>Bathurst and Orange</b> - Steven Cooke <b>Albury</b> - Judith McDonald <b>Port Macquarie</b> - Emelyn Smith
Allied health and healthcare related purchases	Adrian Lankester
Consumable purchases for use in Dental Clinics	Managed by clinical staff - Dentistry
Consumable purchases for use in Veterinary Clinics	Managed by clinical staff - Veterinary
Consumables for School of Rural Medicine	Managed by School of Rural Medicine

## FOAP

To determine the appropriate FOAP Codes for CONSUMABLES, the following structure applies:

### FUND:

Fund Code	Area
A102	Technical area for teaching
E164	Enterprises (clinics)
A541	Research (general)
Varies	Specific research / honours codes: Researchers require written approval and FOAPS from School Admin Office or Business Team. HDR / Honours students require written supervisor approval and approval from the School-Office (if School-Office approval is relevant within each School) which must include FOAPS

### ORG (Organisation):

Org Code	Area	Approval (via Unimarket order being approved, or email approval prior to purchase card use)
1426	Life Sciences & Health	Charmaine Carlisle
1427	Animal & Field	Joe Price
1428	Bathurst, Dubbo & Orange	Jason Poposki
1429	Albury Wodonga & Port Mac	Kylie Kent
1430	Technical Services Unit	Marissa Wright or Jodi Newman
4102 (Podiatry), 4111 (Speech)	CEW Clinic Enterprise	Kylie Kent
6801 (VCC), 6802 (VDL), 6803 (VTH)	Veterinary Enterprises	Lori Blechynden
6807 (AW), 6808 (BA), 6809 (DU), 6810 (OA), 6811 (WW)	Dental Enterprises	Jake Ball
6209	School of Rural Medicine	Liesel Moulton
4112	Research	Peter Ryall
Varies	Specific research / honours codes: Researchers require written approval and FOAPS from School Admin Office or Business Team. HDR / Honours students require written supervisor approval and approval from the School-Office (if School-Office approval is relevant within each School) which must include FOAPS	

**ACCOUNT:**

Account Code	Purpose
275	Waste disposal
420	Teaching consumables, including chemicals & gas supply and gas cylinder rentals (do not use 322)
300	Freight (414 Freight on purchases is not recognised in Unimarket). This code is only to be used where shipping option is disabled by some Unimarket suppliers
301	Postage
348	Hire and lease expenses
360	Other services rendered (only used where no other options are appropriate)
433	Trading stock
435	Stationery and office supplies (for non-staff use, i.e. student use during teaching)
Multiple	SAEVS field trips – Accommodation 4501; Catering 362; Fuel 4504; Car hire 4506
Varies	Specific research / honours codes: Researchers require written approval and FOAPS from School Admin Office or Business Team. HDR / Honours students require written supervisor approval and approval from the School-Office (if School-Office approval is relevant within each School) which must include FOAPS

**PROGRAM:**

Program Code	Purpose
0000	For items listed on the general consumables list only
41209	School of Agriculture, Environmental & Veterinary Sciences (SAEVS) consumables <b>agriculture and environmental subjects only</b>
41868	School of Agriculture, Environmental & Veterinary Sciences (SAEVS) consumables <b>vet science subjects only</b>
41211	School of Allied Health and Exercise Sports Science (SAHESS) consumables
41210	School of Dental & Medical Sciences (SDMS) <b>excluding all dental teaching consumables</b>
41212	Centre Dentistry and Oral Health (CRDOH), <b>dental teaching consumables only</b>
41214	School Nursing, Paramedic and Health Sciences (SNPHS) consumables
41634	School of Rural Medicine (SRM) consumables
41630	Community Engagement and Wellness Centre (CEW) enterprise consumables
41629	Dental Enterprise Consumables
41253	Veterinary Enterprise Consumables
41675	Respirator mask fit testing consumables
Varies	Specific research / honours codes: Researchers require written approval and FOAPS from School Admin Office or Business Team. HDR / Honours students require written supervisor approval and approval from the School-Office (if School-Office approval is relevant within each School) which must include FOAPS

**For a full list of codes, please see [Chart of Accounts](#)**

# Capital Equipment

**Procurement Policy** – Follow the University’s Procurement Policy including supplying the appropriate number of quotes and where applicable utilising the tender processes, as listed in this document under [Quotes – number required](#).

**Unimarket vs Purchase Card** – Capital requisitions will be processed in Unimarket ONLY. Please contact [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au) to discuss if needed.

**Approval Process** - All items purchased using the capital equipment codes will have been identified and approved for funding within the equipment requests process, please see the [Technical Services website](#) for details. Any consumables which are required to operate the new equipment will need to be purchased using consumable codes. (Consumables, software, licences, warranties cannot be purchased using the capital equipment codes. Installation can be included as a capital cost).

**Subject Codes** – All subject codes applicable to the purchase must be listed in justification.

**FOAP codes** – The purchase of capital equipment will be attributed to A423-990-427-xxxx ONLY. Note that Schools and Enterprises are not in most circumstances permitted to purchase capital items from School or Enterprise based budgets. Any such requests should be referred to the Faculty Executive Officer, Peter Ryall.

**Splitting program codes** – Where capital is purchased for the use of two or more schools, the costs shall be apportioned across the schools’ program codes appropriately.

**Asset Registration** – Once Capital equipment has been received, please supply details of the acquisitions to the CSU Asset Manager via <https://staff.csu.edu.au/division/finance/forms/forms/asset-information-sheet>. They will supply an asset number.

## Buyer

The Technical Services purchasing structure has allocated one buyer to manage the requisitions related to capital equipment purchases. All requisitions will need to be reassigned to the nominated buyer for processing.

Buyer	Purpose
Marissa Wright (MW) and Jodi Newman (JN) as backup	Capital Equipment (equipment with a unit value \$10,000 ex GST and over)

## FOAP

To determine the appropriate FOAP Codes for CAPITAL, the following structure applies:

### FUND:

Fund code	Area
A423	All

### ORG (Organisation):

Org code	Area	Approval (received via email from your manager or TSU)
990	FoSH Office	Faculty Executive Officer (Peter Ryall) must approve these purchases in writing. (FoSH Dean (Megan Smith) or the University COO will approve the order in Unimarket)

### ACCOUNT:

Account Code	Purpose
427	Capital Equipment (equipment with a unit value \$10,000 and over)
300	Freight (414 Freight on purchases is not recognised in Unimarket). This code is only to be used where shipping option is disabled by some Unimarket suppliers

### PROGRAM:

Program Code	Purpose
7494	SAEVS capital assets <b>agriculture and environmental subjects only</b>
41867	SAEVS capital assets <b>vet science subjects only</b>
7496	SAHESS capital assets
7495	SDMS capital assets <b>excluding all dental assets</b>
7498	CRDOH capital assets <b>dental teaching capital assets only</b>
7499	SNPHS capital assets
41633	SRM capital assets
40143	CEW Clinic Albury (enterprise) capital assets
40141	Dental Clinics (enterprise) capital assets
40142	Veterinary Clinics (enterprise) capital assets
40883	NaLSH capital assets (used at request of Faculty Executive Officer)

**For a full list of codes, please see [Chart of Accounts](#)**

# Minor Equipment, Service and Maintenance, Software Licences and Leases

**Procurement Policy** – Follow the University’s Procurement Policy including supplying the appropriate number of quotes and where applicable utilising the tender processes, as listed in this document under [Quotes – number required](#).

**Minor Equipment Approval Process** – All items purchased using the minor equipment codes will have been identified and approved for funding within the equipment requests process, please see the [Technical Services website](#) for details. Any consumables which are required to operate the new equipment will need to be purchased using consumable codes. (Consumables, software, licences cannot be purchased using the minor equipment codes).

**Service and Maintenance** – Maintenance of equipment purchased for each school or research area is to be paid for by that school or research group. The TSU has a list of regular expected maintenance, and the Technical Manager and/or responsible person for the equipment will be emailed a reminder regarding this maintenance the month before it is due. For all other maintenance (as needed maintenance, or unexpected maintenance e.g. breakdowns), please see approval instructions in the FOAP tables below.

**New Software, Licences** – these need to be approved by DIT before purchase to ensure they are safe to be installed/used on CSU devices.

**Subject Codes** - As the program codes will be used in conjunction with School / Enterprise / Faculty org codes, all requisitions for minor equipment and service and maintenance activities must list all applicable subject codes. Currently, faculty approved minor equipment purchase requisitions (ORG 990) will go the FOSH Exec Office for approval, while equipment purchases approved by schools and service/maintenance of equipment will go to the schools for approval.

**Splitting Program Codes** - Where the cost is applicable to subjects of two or more schools the costs should be apportioned across the schools appropriately.

**Justification** - The justification section of the purchase requisition must clearly state the reason for the purchase, and email approval needs to be attached in ‘Justification Attachments’. If funding has been requested and allocated, as an example, state “funded as part of the critical minor equipment requests 2023”. Attach email approval for unexpected / as needed maintenance to ‘Justification Attachments’.

**Purchase Card** - For minor equipment, in the few instances where a company will only accept credit card payment, first seek approval from your manager, and please email all invoices to [techsupportunit@csu.edu.au](mailto:techsupportunit@csu.edu.au). For Service and maintenance, always obtain approval from budget manager first. All approvals must be attached in ExpenseMe Pro when reconciling purchases.

## Buyer

The Technical Services purchasing structure has allocated one buyer to manage the requisitions related to minor equipment and all service and maintenance activities. All requisitions will need to be reassigned to the nominated buyer for processing.

Buyer	Purpose
Marissa Wright (MW) and Jodi Newman (JN) as backup	Minor Equipment, computer software subscription renewals
Marissa Wright (MW) and Jodi Newman (JN) as backup	Repair, service, and maintenance of teaching equipment

## FOAP

To determine the appropriate FOAP Codes for MINOR EQUIPMENT, SERVICE AND MAINTENANCE, SOFTWARE LICENCES AND LEASES, the following structure applies:

### FUND:

Fund	Purpose
A402	<b>Faculty Funds, purchases approved by Peter Ryall for teaching</b> Primarily minor equipment (if instructed, equipment repairs)
A102	<b>School Funds</b> All service and maintenance for teaching equipment unless otherwise specified. School approved minor equipment, software licences and leases
E164	<b>Enterprises</b> Enterprise approved minor equipment, software renewals and service & maintenance
A541	<b>Purchases approved by Peter Ryall for research</b> Research not specific to a particular research project

### ORG (Organisation):

Org Code	Purpose	Approval (received via email from below person/group)
990	Minor equipment, occasional repairs <b>Purchases approved for teaching by Peter Ryall only</b>	Peter Ryall – approval will come through your manager or TSU
4117	SAEVS <b>agriculture and environmental subjects only</b>	<b>Unexpected maintenance and repairs</b> - email approval from your Tech Manager required in Unimarket justification. Also include in justification how the equipment is used – per SAEVS office 22.11.23 <b>Scheduled maintenance</b> – email from MW/JN
828	SAEVS <b>vet science subjects only</b>	
4131	SAHESS	<b>Unexpected maintenance and repairs</b> - request approval from SAHESS Office, attach email to Unimarket justification – per SAHESS office 28.11.23) <b>Scheduled maintenance</b> – email from MW/JN
900	SDMS <b>excludes all dental equipment</b>	<b>Unexpected maintenance and repairs</b> - email approval from your Tech Manager required in Unimarket justification. <b>Scheduled maintenance</b> – email from MW/JN

4123	CRDOH <b>dental teaching equipment only</b>	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from your Tech Manager required in Unimarket justification.</p> <p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>
940	SNPHS	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from your Tech Manager required in Unimarket justification. Approval email from manager to include that the maintenance/ repairs are necessary, cost effective, and if replacement of items has been taken into consideration for reoccurring repairs of the same or similar items. E.g. Included on the capital equipment list for replacement in the following year) – per SNPHS office 7.12.23</p> <p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>
6209	SRM	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from your Tech Manager required in Unimarket justification.</p> <p><b><u>Scheduled maintenance</u></b> – email from Liesel Mout</p>
4102	CEW Podiatry	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from Kylie Kent required in Unimarket justification.</p>
4111	CEW Speech	<p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>
6807, 6808, 6809, 6810, 6811	Dental Enterprises – AW 6807, BA 6808, DU 6809, OR 6810 & WW 6811	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from Jake Ball required in Unimarket justification.</p> <p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>
6801, 6802, 6803	Veterinary Enterprises – VTH 6803, VDL 6802 & VCC 6801	Please contact Lori Blechynden for all maintenance queries
4112	Purchases approved by Peter Ryall for research	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from your Tech Manager required in Unimarket justification. (they will seek approval from Peter Ryall)</p> <p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>
218	FoSH Equine Centre	<p><b><u>Unexpected maintenance and repairs</u></b> - email approval from Joe Price required in Unimarket justification.</p> <p><b><u>Scheduled maintenance</u></b> – email from MW/JN</p>

**ACCOUNT:**

Account Code	Purpose
431	Minor Equipment
430	Software <\$10,000
426	Software >\$10,000
388	IT Systems Licence Fees
419	Maintenance
445	Service Level Agreements
427	Research >\$10,000
300	Freight (414 Freight on purchases is not recognised in Unimarket) This code is only to be used where shipping option is disabled by some Unimarket suppliers

**PROGRAM:**

Minor Equipment Program Code	Maintenance Program Code	School
41618	41617	SAEVS <b>agriculture and environmental subjects, only use with org code 4117</b>
41870	41869	SAEVS <b>vet science subjects, only use with org code 828</b>
41624	41620	SAHESS
41734	41619	SDMS <b>excluding all dental activities</b>
41735	41621	CRDOH <b>dental teaching equipment only</b>
41736	41623	SNPHS
41741	41632	SRM
41740	41628	CEW Clinic
41738	41626	Dental Clinics (enterprises)
41739	41627	Veterinary Clinics (enterprises)
41737	41625	National Life Science Hub (NaLSH)
	41638	Research – Equipment Maintenance <b>Contracts only</b>
	41154	Research – Equipment Maintenance <b>No contract</b>
	41579	FoSH Equine External Events

**For a full list of codes, please see [Chart of Accounts](#)**