

PURCHASE REQUEST
GL/ITEM NUMBER LISTING BY ITEM NUMBER

CG ATT 3

<u>Item Number</u>	<u>Description</u>	<u>GL</u>
5410-1100000	<u>Animals, animal-related supplies and non-capital equipment</u> Animals, bedding, cages, feed, isolators, shipping containers, veterinary supplies, APHIS permits for Import/Export of animals	5410
5410-NGR0000	<u>Misc charges - Animals and related supplies</u> Charges such as customs clearing, restocking. No goods received.	5410
5420-1100000	<u>Sterile occupational clothing and safety supplies, non-taxable.</u> Sterile coveralls, eyewear, face masks, footwear, gloves, lab coats, respirators, shoe covers, hearing protection	5420
5420-NGR0000	<u>Misc charges - Sterile occupational clothing and safety supplies, non-</u> Charges such as restocking. No goods received.	5420
5421-1100000	<u>Non-sterile occupational clothing and safety supplies, taxable</u> Non-sterile coveralls, eyewear, face masks, footwear, gloves, lab coats, respirators, shoe covers, hearing protection, signage-hazardous, warnings, hazardous waste containers	5420
5421-NGR0000	<u>Misc charges - Non-sterile occupational clothing and safety supplies, taxable</u> Charges such as restocking. No goods received.	5420
5430-1100000	<u>Biologicals</u> Antibodies, buffers, chemicals, biochemicals, diagnostic kits, enzymes, tissue culture media, pharmaceuticals, reagents, sera, cytokines, probes, alcohol isopropyl, alcohol swabs, molecular grade water	5430
5430-1100000	<u>Animal and human derived items, not identifiable</u> Animal-derived serum, cell lines, tissues derived directly from an animal; human-derived blood samples, tissues, tumor samples, etc. derived directly from a human.	5430
5430-1200000	<u>Oligos, peptides, BAC clones</u>	5430
5430-NGR0000	<u>Misc charges - Biologicals</u> Charges, such as restocking. No goods received.	5430
5440-1000000	<u>Radioisotopes (Safety approval required)</u>	5440
5440-2000000	<u>DEA Controlled drugs (approval required)</u>	5440
5440-3000000	<u>Human tissues, identifiable (IRB approval)</u> Organs, Sera, Tumor samples	5440
5440-3000000	<u>Rodent tissues, (approval required)</u> Organs, Sera, Tumor samples	5440
5450-1100000	<u>Industrial supplies and equipment, non-capital</u> Bags, gases, batteries, maintenance supplies, replacement parts, power supplies, system supplies, service manuals, shipping supplies, keys, light bulbs, all power supplies, ice cream cartons, floor buffer, plasticware, spray bottles, waste receptacles, freezer boxes, canned air, AC adapter, packing tape	5450
5450-SENS000	<u>Portable Gas Generators</u>	5450
5450-1200000	<u>Concrete</u>	5450
5450-1210000	<u>Concrete, containing fly ash and/or ground granulated blast furnace slag</u>	5450
5450-1300000	<u>Timber, landscape</u>	5450
5450-1310000	<u>Timber, landscape, containing recovered materials</u>	5450
5450-1400000	<u>Bench, park</u>	5450
5450-1410000	<u>Bench, park, containing recovered materials</u>	5450
5450-1500000	<u>Table, picnic</u>	5450
5450-1510000	<u>Table, picnic, containing recovered materials</u>	5450

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5450-1600000	<u>Oil, re-refined</u>	5450
5450-1610000	<u>Oil, re-refined, containing recovered materials</u>	5450
5450-1700000	<u>Signage, non-safety-related signs</u>	5450
5450-1710000	<u>Signage, containing recovered materials</u>	5450
5450-NGR0000	<u>Misc charges - industrial supplies and M&S equipment</u> Charges such as restocking, installation; trade-in allowance/credit. No goods received.	5450
5451-1100000	<u>FME stock materials - Shop</u> Shop stock for maintenance only	5451
5452-1100000	<u>FME stock materials - Tool Room</u> Shop stock for maintenance only	5452
5453-SENS000	<u>FME tools and test devices - sensitive property items > \$100</u> Shop stock for maintenance only. NOTE: Items must be decaled.	5453
5455-1100000	<u>Cleaning supplies, toiletries and non-capital industrial equipment</u> Janitorial supplies, cleaning compounds, Clorox, dust busters, hand cream, personal hygiene supplies (if authorized), tissues, towels, vacuum cleaners	5455
5455-NGR0000	<u>Misc charges - cleaning supplies and toiletries</u> Charges, such as restocking. No goods received.	5455
5460-1100000	<u>Laboratory supplies, non-sensitive</u> Laboratory apparatus, such as chromatography and electrophoresis items, glassware, instruments, medical instruments & supplies.	5460
5460-SENS000	<u>Sensitive property laboratory items</u> Gamma counter, Geiger Counter, incubator, laboratory balance, liquid nitrogen freezer, liquid scintillation counter, spectrophotometer, microscopes, cameras (attached to microscopes) and lenses, NOTE: Items must be decaled.	5460
5460-NGR0000	<u>Misc charges - laboratory supplies</u> Charges such as installation, restocking; trade-in allowance/credit. No goods received.	5460
5470-1100000	<u>Administrative supplies and equipment, non-capital, non-sensitive</u> General administrative (office and other use) supplies and consumables, all film (x-ray and non x-ray), heaters, photographic items and supplies (no equipment), allowable food/grocery items, drinking water, distilled water, administrative/office furniture, corn meal, timer, dry milk. NOTE: Special approval required for food items and personal appeal items.	5470
5470-SENS000	<u>Sensitive property administrative items</u> Communication equipment, such as, facsimile machine, two-way radios; electrical appliances, such as freezer or refrigerator (all but large commercial size), microwave oven; audio or visual equipment such as VCR, television, camera (non-digital), DVD player, video recorder, laser disc player, voice recorder/transcriber and copier. NOTE: Items must be decaled.	5470
5470-1210000	<u>Toner, cartridge, recycled</u>	5470
5470-1310000	<u>Paper, recycled</u>	5470
5470-1400000	<u>Office products, recycled, non-paper</u>	5470
5470-NGR0000	<u>Misc charges - administrative supplies</u> Charges such as installation, restocking; trade-in allowance/credit. No goods received.	5470
5471-1100000	<u>Reprints</u> NOTE: Item must be received.	5471
5471-NGR0000	<u>Misc charges - reprints</u> Charges such as color, page, processing fee, etc. No goods received.	5471

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5474-1100000	<u>Printing and reproduction services (SPGM Dept only)</u>	5474
5474-NGR0000	<u>Printing and reproduction services (SPGM Dept only)</u> Note: no goods received.	5474
5475-NGR0000	<u>Subscriptions</u> Subscriptions for job-related journals. (see 5781 for on-line subscriptions)	5475
5475-ANL0000	<u>Subscription Service Contract (currently Swets)</u> Subscriptions for job-related journals that are ordered through the subscription service contract. Library and Purchasing use only.	5475
5476-NGR0000	<u>Membership dues and reimbursement for memberships (Contractor personnel only)</u> Dues for memberships to job-related organizations for contractor personnel only. No goods received.	5476
5477-1100000	<u>Books, Movies, CDs, DVDs</u> Tangible media to include books, movies, CDs, DVDs. Information must include exact title and ISBN where applicable. Note: Books must be stamped with property stamp.	5477
5477-ANL0000	<u>Books - annual agreement</u> Library use only.	5477
5480-1000000	<u>Hardware, non-sensitive</u> Internal Hard drives, Flash drives, Thumb drives, CD Rom Writers, mouse. Note: Internal Hard Drives must be requisitioned on a Purchase Request and submitted to the Purchasing Department.	5480
5480-SENS000	<u>Sensitive property computer hardware (<\$5,000)</u> External Disk drives, printers, digital cameras, modems, monitors, scanners, etc. All items must be decaled. Note: Desktop computers (PC & Mac), Laptops and External Disk Drives must be requisitioned on a Purchase Request and submitted to the Purchasing Department.	5480
5480-NGR0000	<u>Misc. charges - computers</u> Charges such as installation, knowledge transfer, etc.; trade-in allowance/credit. No goods received. See 5760 and 5762 for hardware and software support and maintenance or extended warranty.	5480
5481-1000000	<u>Software</u> Purchase and upgrades of software. NOTE: Software is always coded M&S regardless of dollar amount. See 5762 for software support/maintenance.	5481
5481-NGR0000	<u>Software, Electronic Delivery (no PR required if non-operating system)</u> Products, licenses, upgrades and operating systems; windows, vista, etc.	5481
5514-NGR0000	<u>Customized training</u> A training event being customized by an outside vendor specifically for SAIC-Frederick employees to attend (onsite or offsite). No goods received.	5514
5515-NGR0000	<u>Recruitment expenses - (HR Dept. use only)</u> Costs associated with Human Resources recruitment functions. Includes employee travel to recruitment functions, as well as applicant travel to NCI-Frederick for interview. No goods received.	5515
5516-NGR0000	<u>Relocation of personnel - (HR Dept. use only)</u> Costs associated with relocating employee. Includes employee travel expenses, temporary living and house hunting expenses and shipment of household goods. No goods received.	5516
5570-NGR0000	<u>Consultants (requires COA)</u>	5570

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	Individuals who possesses expert knowledge not available at NCI-Frederick. Can include fee, lodging, transportation, and per diem. NOTE: an independent contractor test must be passed.	
5610-1100000	<u>R&D capital equipment</u> Capital equipment and accessories charged to intramural center number or contractor R&D center number. Capitalized, non-expendable equipment valued at \$5,000 and above with a life expectancy of two years or more; accessories that upgrade or enhance existing equipment (rotors, lenses, etc). NOTE: All items require justification and additional approvals.	5610
5610-1120000	<u>Capital equipment, GREEN</u>	5610
5610-1130000	<u>Purchase of vehicle, capital equipment (Fleet Management Services or other special approval only)</u> Note: ALL items require justification and additional approvals	5610
5610-NGR0000	<u>Misc charges - capital equipment</u> Charges such as customs, installation; trade-in allowance/credit. Charged to intramural center number or contractor R&D center number. No goods received.	5610
5620-1100000	<u>Administrative capital equipment</u> Capital equipment and accessories charged to contractor administrative center number. Capitalized, non-expendable equipment valued at \$5,000 and above with a life expectancy of two years or more; accessories that upgrade or enhance existing equipment. NOTE: All items require justification and additional approvals.	5620
5620-1120000	<u>Capital equipment, ADMINISTRATIVE GREEN</u>	5620
5620-NGR0000	<u>Misc charges - capital equipment</u> Charges such as customs, installation; trade-in allowance/credit. Charged to contractor administrative center number. No goods received.	5620
5720-NGR0000	<u>Vehicle operations services (Fleet Management Services or special approval only)</u> Gasoline and labor associated with the maintenance of vehicles. No goods received.	5720
5721-NGR0000	<u>Vehicle parts and tires - (Fleet Management Services or special approval only)</u> Parts associated with the repair and upkeep of vehicles, forklifts, etc. NOTE: Parts are secondary to the vehicle service being provided. No goods received.	5721
5722-NGR0000	<u>Vehicle lease/rental, short-term (Fleet Management Services or special approval only)</u> Note: Vehicle leases or rentals of less than 180 days.	5722
5731-NGR0000	<u>Postage - (ALS Transportation Department use only)</u> Charge for mailing contract-related materials.	5731
5750-NGR0000	<u>Lease and rental agreements - administrative related items</u> Term agreements for administrative items, such as rentals for forklifts, jackhammers	5750
5751-NGR0000	<u>Lease/rental - research related items</u> Lease or rental of R&D capital equipment and real property.	5751
5760-ANL0000	<u>Service maintenance agreements</u> Term agreements for service on government-owned lab and administrative equipment, including computers; time & material equipment repair. Includes optional service maintenance agreement (SMA) for administrative equipment, all R&D capital equipment items, extended warranties and all intramural program capital items	5760

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5760-NGR0000	<u>Maintenance, service, term gov-owned agreement, lab/office/admin/computer</u>	5760
5762-NGR0000	<u>Software Support</u> Software Support for existing Software Applications (that do not require a signature)	5762
5762-ANL0000	<u>Software support agreements</u> Term agreements for software support and upgrades during term	5762
5763-ANL0000	<u>Lab equipment repair service, lab/office/admin/computer equipment</u>	5763
5763-NGR0000	<u>Time and materials repair services (ALS Purchasing Dept use only)</u> Time and materials repair services.	5763
5764-NGR0000	<u>Relocation of Equipment</u> Relocation of NCI-Frederick decaled equipment using an outside vendor to facilitate the move. <u>Note:</u> Equipment must be maintained in the NCI-Frederick property system and put on service contracts through SAIC-Frederick equipment maintenance program.	5764
5780-100000D	<u>Research related services, Deliverable</u>	5780
5780-NGR0000	<u>Research support services - laboratory, medical, safety</u> No Goods Received - contracted professional services for which only results are received, such as water testing, lab tests, etc.	5780
5781-NGR0000	<u>On-Line Services and Searches</u> For on-line books, on-line subscriptions, on-line databases. No goods received.	5781
5782-110000D	<u>Animal related services</u> Contracted services specifically related to research animals	5782
5782-NGR0000	<u>Animal related services</u> Charges associated with animal related services. No goods received.	5782
5783-NGR0000	<u>Validation, Calibration & other GMP Services</u> Agreements for validation services. No goods received.	5783
5790-NGR0000	<u>Administrative support services</u> Services such as bindery, courier, design charges, landscaping, laundry, relocation of offices, temporary agency, translation. No goods received.	5790
5831-1100000	<u>Installed equipment - R&D</u> R&D installed equipment permanently connected in a building including hoods, autoclaves, washers, filter housings, and counter tops installed in laboratory settings.	5831
5831-NGR0000	<u>Installation, installed equipment, R&D</u>	5831
5833-1100000	<u>Installed equipment - administrative</u> Administrative installed equipment, to include all base cabinetry (casework)	5833
5840-NGR0000	<u>Off-site storage facilities</u>	5840
5841-NGR0000	<u>Off-site storage facilities services</u> Services for security and cleaning of off-site buildings	5841