

To: All SciQuest Users  
From: Yale University Procurement  
Re: Action May Be Required in SciQuest Profile to Revise Expenditure Codes

**Nine SciQuest expenditure code descriptions have been updated to include the \$5,000 capital expenditure amount per University policy. You may have one of these expenditure codes stored in your profile with a description referencing \$2,000. To update your profile, the expenditure code must be deleted and then saved to display the updated description. If you do not use these expenditure codes on a regular basis, they can be deleted entirely from your profile.**

For quick reference on how to add and delete expenditure codes from your profile, please view the brief online tutorial at

<http://learn.med.yale.edu/procurement/sciquest/courses.asp>. This video is located under *Fast Track - Profile Basics - Managing Yale Charging Instructions*. (This tutorial is also available in a printable version to the right of the video icon.)

As a reference, these are the 9 codes and the updated descriptions:

881100 Equip - Computer Cost  $\geq$  \$5,000 cap amt  
881800 Equip - Other Cost  $\geq$  \$5,000 cap amt  
881500 Office Machines Cost  $\geq$  \$5,000 cap amt  
820610 Equipment - Computers  $<$  \$5,000 cap amt  
820600 Equipment - Other Minor  $<$  \$5,000 cap amt  
881300 Furniture Cost  $\geq$  \$5,000 cap amt  
881600 Equip - Operating Cost  $\geq$  \$5,000 cap amt  
881200 Equip - Lab Cost  $\geq$  \$5,000 cap amt  
820620 Furniture Cost  $<$  \$5,000 cap amt

NOTE: When applying the correct expenditure type to your SciQuest orders, please choose the Expenditure Code based on the item exceeding the cap amount rather than the total line amount.

Should you have any questions, please contact the ITS Help Desk at 432-9000, 785-3200 or [helpdesk@yale.edu](mailto:helpdesk@yale.edu).

Yale University Procurement