

Vendor - Banner Number		Most Used Banner Pages		General Ledger - Accounting Codes	
35300	Advanced Office	FPIOPOV	PO by Vendor	520105	Contract Labor
98220	Aqua Science	FGIOENC	Open PO by Department	520204	Uniforms
93260	BioAnalytical Labs	FAIVNDH	Invoice paid to vendor	520400	Office Supplies
93900	BioMed Plus (James Blount)	FGIENCD	PO Activity/Balance	520500	Operating Supplies
2150	Caplan's	FGIBAVL	Available Budget	520503	Operating Chemicals
37570	Cintas	FTIIDEN	Vendor Search	531206	Services-Other
42460	Cole Parmer	FOAAINP	Requisition Approval level	531215	Fees, Licenses and Permits
85560	Culligan (Delta)	FOAUAPP	Approve Requisitions	531301	Vehicle-Oil & Gas
56210	Environmental Express	FGITRND	Detailed activity listing by department	531304	Vehicle-Repairs & Maintenance
31710	ERA Waters	FPAREQN	Enter Requisition	531410	Telephone
102130	Eurofins	FPIOPOF	Open Po's by account number	531500	Printing
3830	FedEx	PO Increase - Email Format		543002	Dues & Subscriptions
16690	Fisher Scientific			543003	Travel & Training
4570	HACH	Please increase the following purchase order: - Purchase order # and Vendor name - Increase reason - Increase amount - Fund-Org-GL		605106	Maintenance-Equipment
36240	IDEXX			707405	Building Improvements
103080	J M Test	Increase requests under \$1000 can go straight to purchasing for processing. Increase requests over \$1000 must be approved by division director and finance manager before being processed by purchasing.		707500	Vehicle
85730	Microgenics			707600	Machinery & Equipment
39520	Office Depot	Requests are to be emailed to the two PO's and invoice techs. They are currently as follows: Robert Winters Robert.Winters@cityofalex.com Floyd Rue - Floyd.Rue@cityofalex.com UPDATE CONTACTS WHEN NEEDED:		707700	Office Furniture & Fixture
62630	Progressive Security (gate)			707702	Computer Software
30790	Sigma Aldrich RTC	GL Accounting Code Format 401 - 258103 - 000000 FUND - ORG - ACCT		OPEN Purchase Orders - FY26	
102370	SPL Kilgore			Advanced Office	P1145977
97040	Swift Comply	Advanced Office P1145977 BioAnalytical Labs P1145978 Cintas P1145980 Eurofins P1145979 Express Employment P1145989 FedEx P1145981		BioAnalytical Labs	P1145978
92670	ThermoElectron North America			Cintas	P1145980
97560	ThermoFisher (Asheville)	Eurofins P1145979 Express Employment P1145989 FedEx P1145981		Eurofins	P1145979
19390	VWR Scientific			Express Employment	P1145989
		FedEx P1145981		FedEx	P1145981

