

Vendor - Banner Number	
35300	Advanced Office
98220	Aqua Science
93260	BioAnalytical Labs
93900	BioMed Plus (James Blount)
2150	Caplan's
37570	Cintas
42460	Cole Parmer
85560	Culligan (Delta)
56210	Environmental Express
31710	ERA Waters
102130	Eurofins
3830	FedEx
16690	Fisher Scientific
4570	HACH
36240	IDEXX
103080	J M Test
85730	Microgenics
39520	Office Depot
62630	Progressive Security (gate)
30790	Sigma Aldrich RTC
102370	SPL Kilgore
97040	Swift Comply
92670	ThermoElectron North America
97560	ThermoFisher (Asheville)
19390	VWR Scientific

OPEN Purchase Orders - FY26	
Advanced Office	P1145977
BioAnalytical Labs	P1145978
Cintas	P1145980
Eurofins	P1145979
Express Employment	P1145989
FedEx	P1145981

OPEN Purchase Orders - FY28	
Advanced Office	
BioAnalytical Labs	
Cintas	
Eurofins	
FedEx	

General Ledger - Departmental Accounting Codes	
520105	Contract Lsbor
520204	Uniforms
520400	Office Supplies
520500	Operating Supplies
520503	Operating Chemicals
531206	Services-Other
531215	Fees, Licenses and Permits
531301	Vehicle-Oil&Gas
531304	Vehicle-Repairs&Maintenance
531410	Telephone
531500	Printing
543002	Dues & Subscriptions
543003	Travel & Training
605106	Maintenance-Equipment
707405	Building Improvements
707500	Vehicle
707600	Machinery & Equipment
707700	Office Furniture & Fixture
707702	Computer Software

FUND - ORGANIZATION - GL/ACC-OUNTING	
401 - 258103 - (choose appropriate code)	
Example: Invoice for ink cartridges would be coded as follows: 401-258103-520400	

OPEN Purchase Orders - FY27	
Advanced Office	
BioAnalytical Labs	
Cintas	
Eurofins	
FedEx	

OPEN Purchase Orders - FY 29	
Advanced Office	
BioAnalytical Labs	
Cintas	
Eurofins	
FedEx	

Most Used Banner Pages	
FPIOPOV	PO by Vendor
FGIOENC	Open PO by Department
FAIVNDH	Invoice paid to vendor
FGIENC	PO Activity/Balance
FGIBAVL	Available Budget
FTIIDEN	Vendor Search
FOAAINP	Requisition Approval level
FOAUAPP	Approve Requisitions
FGITRND	Detailed activity listing by department
FPAREQN	Enter Requisition



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### Most Used Banner Pages (cont)

FPIOPOF Open Po's by account number

### PO Increase - Email Format

Please increase the following purchase order:

- Purchase order # and Vendor name
- Increase reason
- Increase amount
- Fund-Org-GL

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.

Requests are to be emailed to the two PO's and invoice techs.

They are currently as follows:

Robert Winters

[Robert.Winters@cityofalex.com](mailto:Robert.Winters@cityofalex.com)

Floyd Rue - [Floyd.Rue@cityofalex.com](mailto:Floyd.Rue@cityofalex.com)

UPDATE CONTACTS WHEN NEEDED:

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### OPEN Purchase Orders - FY30

Advanced Office

BioAnalytical Labs

Cintas

Eurofins

FedEx



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