

# UD Exchange Commodity Workflow

<u>Description</u>	<u>Approver</u>	<u>Code to Trigger</u>	<u>Approval/Notification</u>
Automobiles (additions to fleet)	Aimee Turner	CC = 25101503	Approval
3D Printers	EHS	CC = 23261507	Approval
Biocabinet/Hood	Michelle Ferguson	CC = 41103517	Approval
Capital Equipment	Asset Management	Account = 153100, 153101, 167900	Approval
Catering	Jason Rautio	Account = 131202, 131203, 141222, 145600, 145610	Approval
Copiers	Michael Czerepak	CC = 44101500	Approval
Donations	Aimee Turner	Account = 146750	Approval
Drones	Josh Kelly/Brandon Calitree	CC = 25132100	Notification/Approval
Elec. Generator	Brandon Calitree	CC = 26111600	Approval
Fume Hoods	Brandon Calitree	CC = 41103502	Approval
Intrusion Alarms	Mark Carrow/Christopher Merlino/Jennifer Simms	CC = 46171604, 72151703	Notification
Kitchen / Other Use Refrigerators	Brandon Calitree	CC = 52141501	Approval
Lab Use Refrigerators	Brandon Calitree	CC = 241315XX, 41103000, 422618XX	Approval
Laser Equipment	Diana LaPier	CC = 4111XXXX, 42XXXXXX	Approval
Non-Capital Equipment	Asset Management	Account = 141244	Notification
Printing	Michael Czerepak	CC = 73151900 (account = 144300)	Approval
Radioactive	Diana LaPier	CC = 26142400, 41106005, 42204XXX	Approval
Software/Hardware/IT Services	IT PMO Office	All IT commodity codes	Approval
X-ray Equipment	Diana LaPier	CC = 422954XX	Approval

