

OBJECT CODE

ID	Description	LIST.VAR3
54001	Accounting Services	
51014	Apparel/Uniforms	
54002	Architectural/Engineer	
54101	Auto Repairs & Related Exp	
59003	Bad Debt Expense	
54201	Bank Fees	
51008	Books/Periodicals/Ebooks	
58101	Cable Services	
53101	Catering	
58201	Cellphone Service	
58202	Cellphone Stipend - ONLY!	
54202	Charitable Donations	
52004	Cloud/Hosting Services	
59004	Commencement Expense	
52001	Computer Equipment	
52003	Computer Equipment Maintenance	
53201	Conference/Registration Fees	
54203	Copyright charges	
54102	Disaster Recovery Services	
55001	Educational Program Insurance	
58102	Electric	
52101	Equipment	
52103	Equipment rental/leases	
53103	Event Prizes And Giveaways	
53102	Event Rental Fees	
59009	Facilities Room & Board	
55002	Flood Insurance	
51007	Food/Beverage Supplies	
51013	Furniture	
58103	Gas	
54204	Honoraria	
52007	Hotspot & Hotspot service	
51002	Instructional Supplies-Nonbook	
55006	Insurance Claims	
58001	Janitorial Services	
51003	Laboratory Supplies	
54003	Legal Services	
55003	Liability Insurance	
51004	Maintenance Supplies	
56001	Marketing/Advertising Services	
53104	Meals-Non-Travel	
51005	Medical Supplies	
59008	Membership Dues	
54103	MFD Service (Allfax Fleet)	
59000	Miscellaneous Expense	
54105	Moving Services	

51001 Office Supplies
54104 Online Subscription Services
58002 Pest Control Services
54108 Print & Print Related Services
53105 Prizes and Giveaways
54004 Professional Srvcs - Stipends
51009 Promo Items (Tshirts/cups,etc)
55004 Property Insurance
51006 Recreational Life Activity Sup
53306 Recruitment-Advertising
53301 Recruitment-Air-Transportation
53304 Recruitment-Car-Transportation
53308 Recruitment-Incidentals
53302 Recruitment-Lodging
53303 Recruitment-Meals
53305 Recruitment-Mileage-Transport
53307 Recruitment-Recruitment Srvcs
53406 Recruitment-STU-Advertising
53401 Recruitment-STU-Air-Transporta
53404 Recruitment-STU-Car-Transporta
53408 Recruitment-STU-Incidentals
53402 Recruitment-STU-Lodging
53403 Recruitment-STU-Meals
53405 Recruitment-STU-Mileage
53407 Recruitment-STU-Services
54205 Rent
58004 Rental Srvcs (Facility/Equip)
~~58003 Repair & Maintenance Services~~
~~54106 Repairs-non-automotive~~
54206 Royalty payments
54006 Security Detail Services
54107 Service Contracts - Other
58104 Seweage and Water Board
52005 Software Licenses
52006 Software maint/support fees
53202 Staff Development Expenses
59011 Student Awards
52008 Teleconference Services
58203 Telephone charges
53006 Travel - Incidentals
53007 Travel - Per Diem
53001 Travel- Air -Transportation
53004 Travel-Car Rental-Transportati
53008 Travel-Charter Transport Srvcs
53002 Travel-Lodging
53003 Travel-Meals
53005 Travel-Mileage-Transportation

51010 Trophies/Plaques

51012 UPS/FEDEX/DHL

51011 USPS - Postage

58005 Waste Removal Services

VENDOR ID FORM

Supplier Name:	Supplier Federal Tax ID No:
Name used by IRS (if different from above):	
Description of Products/Services Provided (required):	

CONTACT INFORMATION		
Phone:	Fax:	
Company address:		
City:	State:	Zip:
Country:	Foreign Province (if applicable):	
Email address:		
Point of contact name and email address:		
Company website address (if applicable):		

REMIT TO INFORMATION (Only complete this section if the information differs from Contact Information section above)		
Alternate Remittance Name (if applicable):		
Phone:	Fax:	
Remit to address:		
City:	State:	Zip:

Country:	Foreign Province (if applicable):
Remit To email address:	
Remit to point of contact name:	

What is the Loyola University New Orleans Customer # associated with our account? _____

Must be answered:

In the future the University will be issuing electronic purchase orders (no hard copy will be mailed or faxed, unless there is an extenuating circumstance). To what email address should all electronic purchase orders be emailed to? _____

In the future the University will be issuing payments via electronic transfer, ACH, etc. Will you accept payments via electronic transfer? _____

Loyola University New Orleans requires suppliers to submit a legibly completed Supplier Create/Maintain Form by Email to: purchase@loyno.edu **with the appropriate tax form:**

- W9 (United States Tax Identification Number for Individuals, LLC, Corporations, or other)- <https://www.irs.gov/pub/irs-pdf/fw9.pdf?portlet=3>
- W8BEN (US Tax form for international individuals)- <https://www.irs.gov/forms-pubs/about-form-w-8>
- W8BEN-E (US Tax form for international organizations)- <https://www.irs.gov/forms-pubs/about-form-w-8>

Completed Supplier Create Maintain forms must be returned to LOYNO Attn: Purchasing Department by email NO LATER THAN OCTOBER 20, 2021.
Please email this completed form to: purchase@loyno.edu

Hello, Welcome to Colleague Self-Service!

Choose a category to get started.



Student Finance

Here you can view your latest statement and make a payment online.



Financial Management

Here you can view the financial health of your cost centers and your projects.



Course Catalog

Here you can view and search the course catalog.

Financial Management Overview



Approve Documents

Here you can approve a list of financial documents.



Finance Query

Here you can query your financial data.



Procurement

Here you can create and maintain your procurement documents.



Budget to Actuals

Here you can view the financial health of your cost centers.



Receive Goods and Services

Here you can receive or reject purchase order line items.

Procurement

View Create

Filter

Document Types: Requisition, Purchase Order, Payment Request

Collapse All

Requisition

Requisition Date	Requisition	Total
10/11/2021	0000037 In Progress 2017587 Agile Sports Technology, Inc.	\$1,000.00
9/13/2021	0000024 In Progress 2017587 Agile Sports Technology, Inc.	\$25,000.00
1/14/2022	0000060 Not Approved 2017587 Agile Sports Technology, Inc.	\$10.00
1/10/2022	0000053 Not Approved 2017587 Agile Sports Technology, Inc.	\$10.00
12/16/2021	0000051 Not Approved 2017587 Agile Sports Technology, Inc.	\$215.94
2/14/2022	0000065 PO Created 2017587 Agile Sports Technology, Inc.	\$4,000.00
10/15/2021	0000044 PO Created 2017587 Agile Sports Technology, Inc.	\$1,500.00



Purchase Order Date	Purchase Order	Total
12/7/2021	P0000051 In Progress 2017587 Agile Sports Technology, Inc.	\$1,575.00
9/22/2021	P0000034 Accepted 2017631 Adwanted Usa, Inc.	\$1,000.00
9/13/2021	P0000027 Accepted 2017587 Agile Sports Technology, Inc.	\$250,000.00
8/26/2021	P0000008 Accepted 2017581 Art Conscious Picture Framing	\$187.50
2/14/2022	P0000062 Paid 2017587 Agile Sports Technology, Inc.	\$4,000.00
9/21/2021	P0000033 Paid 2017587 Agile Sports Technology, Inc.	\$120.00
9/16/2021	P0000030 Paid 2017587 Agile Sports Technology, Inc.	\$10,000.00
9/16/2021	P0000029 Paid 2017587 Agile Sports Technology, Inc.	\$3,500.00
9/13/2021	P0000025 Paid 2017581 Art Conscious Picture Framing	\$2,175.00
8/26/2021	P0000012 Paid 2017591 Angl	\$1.00

Payment Request

Payment Request

Voucher Date	Voucher	Total
1/10/2022	V0000073 Outstanding 2017546 Wingnuts	\$25.00
1/10/2022	V0000072 Outstanding 2017587 D/B/A Hudl	\$100.00



Document Type *

Requisition

Requisition Date *

03/14/2022

Initiator

Initiator Lookup

Lynn Davis x

Confirmation Email Address *

ldavis1@loyno.edu

Add email addresses separated by commas

Ship To *

CR Loyola University New Orleans

Desired Date

MM/DD/YYYY

Vendor ID

Vendor Lookup

AP Type

None

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
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Add Item

Printed Comments

Internal Comments

Cancel Save Save and Attach

AP Type

None

Items

Line Items	Description	Vendor Part	Quantity	Unit	Price	Extended Price
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New Item

Description *

Vendor Part

Quantity *

Unit

None

Price

Extended Price

\$0.00

GL Account *

Search by GL Account...

Project

None

Amount

0.00

GL Remaining Balance

Procurement

Requisition Number 0000088 (3/14/2022) is saved successfully
[View document](#)

View Create

Filter

Document Types: Requisition, Purchase Order, Payment Request

Collapse All

Requisition

Requisition Date	Requisition	Total
10/11/2021	0000032 In Progress 2017587 Agile Sports Technology, Inc.	\$1,000.00
9/13/2021	0000024 In Progress 2017587 Agile Sports Technology, Inc.	\$25,000.00
1/14/2022	0000060 Not Approved 2017587 Agile Sports Technology, Inc.	\$10.00
1/10/2022	0000053 Not Approved 2017587 Agile Sports Technology, Inc.	\$10.00
12/16/2021	0000051 Not Approved 2017587 Agile Sports Technology, Inc.	\$215.94
3/14/2022	0000086 Outstanding	\$1,000.00
2/14/2022	0000065 PO Created 2017587 Agile Sports Technology, Inc.	\$4,000.00