

Abbreviations (Purchasing)

DOCUMENT INFORMATION

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DOCUMENT CONTENT

I. Purpose

The purpose of this policy is to define acceptable abbreviations.

II. Procedure

Unit Abbreviations to Be Used on All Requisitions. (Cannot exceed 3 characters)

Book	BK	Bottle	BTL
Box	BOX	Carton	CTN
Case	CSE	Copy	CPY
Cubic Yard	CYD	Day	DAY
Dozen	DZN	Drum	CPY
Each	EA	Fee	DAY
Freight	FRT	Gallon	DR
Gross	GRS	Hour	FEE
Hundred	HUN	Lot	GAL
Month	MON	Night	NGT
Ounce	OZ	Pack	PK
Package	PKG	Pail	PA
Pair	PR	Pallet	PL
Pound	LB	Quart	QT
Ream	RM	Roll	ROL
Sheet	SHT	Square Feet	SF
Week	WK	Year(s)	YR(S)

FAQ's											
Keywords											
Category(s)	<table border="1"><tr><td><input type="checkbox"/> Academic Affairs</td><td><input type="checkbox"/> Operational</td></tr><tr><td><input type="checkbox"/> Advancement</td><td><input type="checkbox"/> Personnel</td></tr><tr><td><input checked="" type="checkbox"/> Financial</td><td><input type="checkbox"/> School/College</td></tr><tr><td><input type="checkbox"/> Governance</td><td><input type="checkbox"/> Student Life</td></tr><tr><td><input type="checkbox"/> ITS</td><td></td></tr></table>	<input type="checkbox"/> Academic Affairs	<input type="checkbox"/> Operational	<input type="checkbox"/> Advancement	<input type="checkbox"/> Personnel	<input checked="" type="checkbox"/> Financial	<input type="checkbox"/> School/College	<input type="checkbox"/> Governance	<input type="checkbox"/> Student Life	<input type="checkbox"/> ITS	
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Sub-Category(s)											