

# Create a Requisition ADM

- This guide is for ADM agencies only
- If using the Punchout System
  - Continue to slide 2
- For Pricing Quotes before submitting a Requisition:
  - Contact via email our Agency Buyer with the following:
    - Item Needed *ie Description*
    - Part #'s if known
    - Any specifics on the item *ie Specs, color, size etc*
  - Once pricing has been quoted out:
    - You will rcv pricing quote via email from Agency Buyer
      - Complete and submit Requisition with new pricing
- Agency Buyer email: [Loriann.Giffins@adm.idaho.gov](mailto:Loriann.Giffins@adm.idaho.gov)

# Create a Requisition

ADM

Click Numbers in Sequence

Click / Complete items in  or highlighted in Yellow

The screenshot displays the Infor CloudSuite Financials & Supply Management interface. The user is logged in as Forrest Benedict. The main navigation menu on the left includes options like Home, My Requisitions, All Requisitions, My Requisition Statuses, Create Requisition, Procurement Templates, Item Search, My Requester Profile, Requisition Self Service (highlighted with a red box and the number 2), Utilities, Create Report, and Set 'As Of Date'. The main content area is titled 'Requester' and contains four panels:

- My Requisition Lines Past Requested Delivery Date:** A table with columns: Company, Requisition, Line, Item, Vendor It..., Description, Quantity, and Requeste... The table is empty, displaying a folder icon and the text 'No Requisition Lines Available'.
- Requisitions Needing Approval:** A table with columns: Company, Requi..., and Reque... The table is empty.
- Unreleased Requisitions:** A table with columns: Company, Requi..., Reque..., Creation..., Requisti..., Vendor, Total, and Currency. The table is empty, displaying a folder icon and the text 'No Requisitions Available'.
- Supplier Requisitions To Review:** A table with columns: Company, Reque..., and Vendor. The table is empty.

The browser address bar shows the URL: [https://mingle35-portal.infor.gov.com/IDAHO\\_TRN/e6db2828-a2c0-47f0-9873-31ffdeed607d?favoriteContext=https%3A%2F%2Fin-idaho-trn.tam.infor.gov.com%2Ffsm%2FRequester%2Fpage%2FRequ...](https://mingle35-portal.infor.gov.com/IDAHO_TRN/e6db2828-a2c0-47f0-9873-31ffdeed607d?favoriteContext=https%3A%2F%2Fin-idaho-trn.tam.infor.gov.com%2Ffsm%2FRequester%2Fpage%2FRequ...)

# Create a Requisition ADM

The screenshot shows a web browser window with the URL [https://fin-idaho-trn.tam.infor.gov.com/fsm/Requester/requisitions.html?csk.IsoLocale=en\\_US](https://fin-idaho-trn.tam.infor.gov.com/fsm/Requester/requisitions.html?csk.IsoLocale=en_US). The page title is "Requisition Self Service". In the top right corner, there is a navigation bar with a red box around the "Profile" link, which is preceded by a red number "1". Next to "Profile" is a "+ New Request" link. Below the navigation bar, the user's name and department are displayed: "200 - DEPARTMENT OF ADMINISTRATION | , BENEDICT II, FORREST T.". A search bar with the placeholder text "Search the catalog..." is located below the navigation bar. The main content area is divided into several sections: "My Requisitions" with a "VIEW ALL" link, "Recent Items", "My Quick Links" with "My Shopping Lists" and "Add a Special / Service Item" links, "Recent Special / Service", and "Punchout Vendors".

My Profile + New Request

200 - DEPARTMENT OF ADMINISTRATION | Giffins, Lori Ann K.

Company: 200 - DEPARTMENT OF ADMINISTRATION

Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION

Deliver From Location: CMPS - ADMIN CAPITOL MALL CENT...

Deliver To: 650 W State St, Rm 100, Boise Id 73720

Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SYSTEMS

Vendor Purchase From: P-1 - PURCHASING - ACCO ENGINEE...

Buyer: 266840 - BENEDICT II, FORREST T.

Requisition Description: Tire for KC-135

Commodity Code: 25-20-22-05 - Aircraft tires

Distribution Account

Agency: 200 - DEPARTMENT OF ADMINISTRATION

Org Cost Center: 3010 - Capitol Mall Cost Center

Appropriation Unit: ADAC - Public Works Operations

Fund: 45026 - Admin Acct Svcs Appd&Con...

Account: 101000 - Cash On Hand

[Show More](#)

PO Code:

**Create Request**

Fill out everything in **Yellow**

Should auto populate

Choose this option

Select the "P-1" Option for the Vendor

- Select Lori Ann Giffins as the Buyer
  - Search for "GIF"

**Perform this step if all line items are under the same account. Will save time in the long run**

Click once page is completed

See page 5 (next page) to complete this popup

# Create a Requisition

## ADM

Company: 200 - DEPARTMENT OF ADMINISTRATION Q=

Requesting Location: 200-3010 - CAPITOL MALL Q=

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION Q=

Deliver From Location: CMPS - ADMIN CAPITOL MALL CENT... Q=

Deliver To: 650 W State St, Rm 100, Boise Id 73720

Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SYSTEMS Q=

Vendor Purchase From: P-1 - PURCHASING - ACCO ENGINE... Q=

Buyer: 266840 - BENEDICT II, FORREST T. Q=

Requisition Description: Tire for KC-135

Commodity Code: 25-20-22-05 - Aircraft tires Q=

Distribution Account: [Empty] Q=

Agency: 200 - DEPARTMENT OF ADMINISTRATION Q=

Org C: 301 Q=

Account: 101000 - Cash On Hand Q=

PO Code: [Empty] Q=

[Show More](#)

[Create Request](#)

Project	Program	Location	Additional Reporting
[Empty] Q=	2003227 Q=	[Empty] Q=	200BORAHB26 Q=
Custodial Account	Funding Source	System Interagency	
[Empty] Q=	[Empty] Q=	[Empty] Q=	

[Show Less](#)

**Perform this step if all line items are under the same account. Will save time in the long run**

# Completed Page (Sample)

← My Profile + New Request

200 - DEPARTMENT OF ADMINISTRATION | , BENEDICT II, FORREST T.

Company: 200 - DEPARTMENT OF ADMINISTRATION  
Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINISTRATION  
Deliver From Location: CMPS - ADMIN CAPITOL MALL CENT...

Deliver To: 650 W State St, Rm 100, Boise Id 73720  
Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED SYSTEMS  
Vendor Purchase From: P-1 - PURCHASING - ACCO ENGINEERED SYSTEMS

Buyer: 266840 - BENEDICT II, FORREST T.  
Requisition Description: Tire for KC-135  
Commodity Code: 25-20-22-05 - Aircraft tires

Distribution Account

Agency: 200 - DEPARTMENT OF ADMINISTRATION  
Org Cost Center: 3010 - Capitol Mall Cost Center  
Appropriation Unit: ADAC - Public Works Operations  
Fund: 45026 - Admin Acct Svcs Appd&Con...

Account: 101000 - Cash On Hand

Project:   
Program: 10205 - Budget and Policy  
Location:   
Additional Reporting: 110EDCS - EDUCATION & TRAINING...

Custodial Account:   
Funding Source:   
System Interagency:

[Show Less](#)

---

PO Code:

**Create Request** 1

6

- Ensure all information is correct
- Click To Create Request

Note: New Request #

# Create a Requisition

Request # 84 ADM 1 Add to Request New Request

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Company: 200 - DEPARTMENT OF ADMINI... Requesting Location: 200-3010 - CAPITOL MALL

Deliver From Company: 200 - DEPARTMENT OF ADMINI... Deliver From Location: CMPS - ADMIN CAPITOL MALL ...

Deliver To: Comment Type: Print on Purchase Order

Vendor: 32768 - ACCO ENGINEERED S... Vendor Purchase From: R-4 - DEPT 48424

*Choose from Punchout ie Office Depot... or Special/Service Item*

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists Add a Special / Service Item

Basic Catalog Search *See Slides 8-14* Switch to Advanced Catalog Search *See Slide 16-22*

Q Search the catalog...

Previously Requested Items  Shopping List Items  Stock  Non Stock  Special  Service

Enter a product name or keyword to browse a list of products to add to your Request.

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

View Request Details  
Submit Request  
Delete Request  
Notes

# Using the Punchout System




# Using the Punchout System

← Request # 414

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, BENEDICT II, FORREST T.


Search the Catalog **Shop Punchout Vendors** Add from Shopping Lists Add a Special / Service Item

  
**FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC**  
OFFICE DEPOT BUSINESS SOLUTIONS

**Tax Total 0.00**  
**Request Total 0.00**  
0 Items within this Request

View Request Details

You are now being re-directed to  
FKA OFFICE DEPOT BUSINESS SOLUTIONS LLC

  
Loading

# Using the Punchout System

Search for your item, this example is for pens









The screenshot shows the ODP Business Solutions website interface. At the top, the search bar contains the text "Pens" with a red "1" next to it. Below the search bar, there are navigation links for "Orders", "Order By Item", "Shopping Lists", "Proprietary Items", and "Bulletin Board". The account number "77227479" is visible in the top right corner. The main content area displays a breadcrumb trail: "Home / Office Supplies / Pens, Pencils & Markers / Pens". Below this, the word "Pens" is displayed with a red "2" next to it. A grid of ten product categories is shown, each with a representative image: "Ballpoint Pens" (BIC pen), "Calligraphy Pens" (various colored pens), "Fountain Pens" (highlighted with a red box), "Pen Refills" (Pilot G2 refills), "Felt Tip Pens" (various colored felt tip pens), "Gel Pens" (Pilot G2 gel pen), "Rollerball Pens" (Lamy rollerball pen), "Multifunction Pens" (multifunction pen), "Check Fraud Prevention & Counterfeit Detector Pens" (detector pen), and "Counter Pens" (counter pen). The "What's New?" link is located in the bottom right corner.

# Using the Punchout System

Ensure item is a "Contract Item"

Grid List Sort by: Relevance

In Stock Items Only Clear All

 <p>Office Depot® Brand Retractable Ballpoint Pens With Grips, Medium Point, 1.0 mm,...</p> <p>Item #9828588</p> <p>★★★★★ (22)</p> <p>ECO</p> <p><b>\$8.66/pack</b></p> <p>29 Available</p> <p>1 Add to Cart</p> <p>Add To List</p>	 <p>BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black...</p> <p>Item #664011</p> <p>★★★★★ (1304)</p> <p>ECO</p> <p><b>\$5.46/box</b></p> <p>662 Available</p> <p>1 Add to Cart</p> <p>Add To List</p>	 <p>Office Depot® Brand Retractable Ballpoint Pens With Grips, Medium Point, 1.0 mm,...</p> <p>Item #161636</p> <p>★★★★★ (312)</p> <p>ECO</p> <p><b>\$7.82/pack</b></p> <p>846 Available</p> <p>1 Add to Cart</p> <p>Add To List</p>	 <p>Office Depot® Brand Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm,...</p> <p>Item #479608</p> <p>★★★★★ (18)</p> <p>ECO</p> <p><b>\$6.10/dozen</b></p> <p>2302 Available</p> <p>1 Add to Cart</p> <p>Add To List</p>
 <p>TUL® BP Series Retractable Ballpoint Pens, Medium Point, 1.0 mm, Pearl White...</p> <p>Item #5830360</p> <p>★★★★★ (18)</p>	 <p>Office Depot® Brand Soft-Grip Retractable Ballpoint Pens, Medium Point, 1.0 mm,...</p> <p>Item #479560</p> <p>★★★★★ (36)</p>	 <p>BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Blue...</p> <p>Item #255876</p> <p>★★★★★ (809)</p>	 <p>TUL® BP Series Retractable Ballpoint Pens, Medium Point, 1.0 mm, Pearl White...</p> <p>Item #5876588</p> <p>★★★★★ (30)</p>

Click Item needed

# Using the Punchout System

Select Quantity & Add To Cart

Home / Office Supplies / Pens, Pencils & Markers / Pens / Ballpoint Pens / Product Details

BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens

Item #664011 | Manufacturer #GSM60-BLACK

★★★★★ 4.8 (1307) Write a review

**\$5.46/box**

1 Add To Cart

Delivery

**Some items have multiple options**

**Ink Color Options**

**Pack Size Options**

10 12 36 60 240

**Complete Your Purchase**

Office Depot® Brand Perforated Writing Pads, 8-1/2" x...

★★★★★ (905) \$50.98 each

[View Details](#)

Post-it Super Sticky Notes, 3 in x 3 in, 24 Pads, 70...

★★★★★ (280) \$13.38 each

[View Details](#)

**Description** Specs Reviews

Contract Items Eco Conscious

Combine longevity, consistent performance and smooth writing with BIC Round Stic Xtra Life Ballpoint Pens. Creating clear, vivid lines, they're the ideal ballpoint pens for writing lists, taking notes, journaling and more. The flexible round barrel fits snugly in your hand and offers a controlled yet comfortable hold, making these the best pens for prolonged writing sessions. Plus, these writing pens provide consistent ink flow, letting you write smoothly and evenly. Looking for reliable pens for school or office supplies? Choose BIC Round Stic Xtra Life Ballpoint Pens for a high-quality, affordable product you can trust — write first time, every time

- Enjoy permanent marks and lines from this pen.
- Medium-point tip offers comfort while writing.
- Round barrel is designed to be lightweight and flexible, offering a comfortable grip.
- Ballpoint ink delivery is smooth and satisfying, while the 1.0 mm point allows for easy legibility.

# Using the Punchout System

To view Cart or Checkout

The screenshot displays the Office Depot website interface. At the top, there is a navigation bar with the 'odp BUSINESS SOLUTIONS' logo, a 'Products' dropdown, a search bar, and a shopping cart icon showing a total of \$3.00. Below the navigation bar, there are links for 'Orders', 'Order By Item', 'Shopping Lists', 'Proprietary Items', and 'Bulletin Board'. The main content area shows the product details for 'BIC Round Stic Ballpoint Pens, Medium Point, 1.0 mm, Translucent Barrel, Black Ink, Pack Of 60 Pens'. The product image is a box of pens with a '60 BLACK INK' label. Below the image are tabs for 'Description', 'Specs', and 'Reviews'. The 'Description' tab is active, showing a paragraph about the pens' longevity and performance, followed by a list of features and a 'Show More' button. On the right side, there is a 'Cart Summary' pop-up window with a 'Checkout' button. A yellow callout box with the text 'Checkout adds item to Requisition' points to this button. Below the 'Cart Summary' is a 'Complete Your Purchase' section with two items: 'Office Depot® Brand Perforated Writing Pads' and 'Post-it Super Sticky Notes'.

# Can change quantity here

Click to add more items to Requisition


The screenshot shows a requisition system interface for Request # 414. The header includes navigation options like 'Profile', 'Add to Request', and 'New Request'. Below the header, there's a section for '1 Items within this Request'. A table lists the items with columns for Line, Item Details, Quantity / UOM, Cost, Total, and Status. The first item is 'BIC Round Stic Ballpoint Pens - Medium Pen Point - Black - 1' with a quantity of 1.0000 and a total cost of 3.0000 USD. A red box highlights the '< Add More Items' link. Below the table, there are summary totals for Tax and Request, and a 'Submit' button. A yellow box contains the text 'Add notes: ie person to receive product'. A confirmation dialog is shown at the bottom right, asking 'Submit this requisition?' with 'Yes' and 'No' options. A 'Return to Dashboard' button is visible in the bottom left of the dialog area.

Request # 414

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, BENEDICT II, FORREST T.

< Add More Items

1 Items within this Request

Line	Item Details	Quantity / UOM	Cost	Total	Status
1	 <a href="#">BIC Round Stic Ballpoint Pens - Medium Pen Point - Black - 1</a> Item: 966080	1.0000 / PK - Package	3.0000	3.0000	USD Unreleased

Tax Total 0.00 USD  
Request Total 3.00 USD

Submit

Add notes: ie person to receive product

Submit this requisition?  
Are you sure you want to submit this requisition?

Yes No

Return to Dashboard

Requisition Has Been Submitted  
&  
Routed for Approval

# Add Item To Requisition

*(Not Punchout)*



Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog   Shop Punchout Vendors   Add from Shopping Lists   **Add a Special / Service Item**

**Add a Special or Service Item** Add to Request

Add Item   
  Add Amount Service Item  
 Add Quantity Service Item

Item Description \*

Q Search for items...

Item \*      Vendor Item

Q Search for items...      Q

Quantity \*      UOM \*      Cost      Cost Option

0.0000 /      Q      0.0000      Q

Deliver To

Q

Vendor      Vendor Purchase From

32768 - ACCO ENGINEERED S...      Q      R-4 - DEPT 48424      Q

Manufacturer      Manufacturer Number

Q      Q

Distribution Account

Agency      Org Cost Center

200 - DEPARTMENT OF ADMINI...      Q      3010 - Capitol Mall Cost Center      Q

Appropriation Unit

ADAC - Public Works Operations      Q

Fund      Account

45026 - Admin Acct Svcs Appd&...      Q      577500 - Other Professional Svcs      Q

[Show More](#)

Asset      Asset Template

Q      Q

Deliver From Company      Deliver From Location

200 - DEPARTMENT OF ADMINI...      Q      CMPS - ADMIN CAPITOL MALL ...      Q

Commodity Code

72-10-15-11 - Air conditioning ins...      Q

PO Code

Q

Notes

Normal Text      B      /      U      S      Δ      ☰      ...

Enter notes here...

File Attachment

Browse for file...      Q

**Add to Request**

See next page to fill out top section

- If ordering for more then one program (account)
  - Select Show More
  - Add Program
  - Any additional Reporting Codes-Add

Tax Total 0.00

Request Total 0.00

0 Items within this Request

◀ ▶

[View Request Details](#)

[Submit Request](#)

[Delete Request](#)

[Notes](#)

# Create a Requisition ADM

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog Shop Punchout Vendors Add from Shopping Lists **Add a Special / Service Item**

**Add a Special or Service Item** Add to Request

Add Item  Add Amount Service Item *For Product=Add Item*  
 Add Quantity Service Item *Service = Add Amount*  
**OR**  
*Qty for Service that is repeated*

Item Description \*

Item \* Vendor Item

Quantity \* UOM \* Cost Cost Option  
 /

Deliver To

Vendor Vendor Purchase From

Manufacturer Manufacturer Number

Tax Total 0.00  
 Request Total 0.00  
 0 Items within this Request

View Request Details  
 Submit Request  
 Delete Request  
**Notes**

*Attach Quotes / documents here (see page 17 for popup)*

**\*HOT** If you received a quote for any Service, you MUST attach it here

*No Notes: Proceed to slide 19*

# Create a Requisition ADM Notes Popup

Request # 84

DEPARTMENT OF ADMINISTRATION | 200 2000 C/F

## Create Comment

Company: DEPARTMENT OF ADMINISTRATION (200)      Requisition: 76

Print On Internal Documents       Print On Receiving Document       Print On Requisition

Print On Purchase Order       Print On Pick List       Display Only

Print On Purchase Order Trailer       Print On Delivery Ticket       Invoice Comments

Title \*       File

Text

Normal Text | B | i | U | S | A | [List Icons] | [Link Icon] | [Image Icon] | HTML

Add any description of your attachment

Any Quotes need to be uploaded here

Cancel      **Submit**

0.00  
Total 0.00  
in this Request

View Request Details  
Submit Request  
Delete Request  
Notes

# Create a Requisition

## ADM

Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog   Shop Punchout Vendors   Add from Shopping Lists   Add a Special / Service Item

### Add a Special or Service Item

**1** [Add to Request](#)

Add Item    Add Amount Service Item  
 Add Quantity Service Item

Item Description \*

KC135 Tire

Item \*   Vendor Item

C   Tires   Tires

Quantity \*   UOM \*   Cost   Cost Option

1   ea   2450.00

Deliver To

Vendor   Vendor Purchase From

32768 - ACCO ENGINEERED S...   R-4 - DEPT 48424

Manufacturer   Manufacturer Number

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

[View Request Details](#)  
[Submit Request](#)  
[Delete Request](#)  
[Notes](#)

# Create a Requisition

## *ADM*



Added item shows up here

# Create a Requisition ADM

← Request # 84

200 - DEPARTMENT OF ADMINISTRATION | 200-3010, Giffins, Lori Ann K.

Search the Catalog   Shop Punchout Vendors   Add from Shopping Lists   **Add a Special / Service Item**

### Add a Special or Service Item

Add Item    Add Amount Service Item  
 Add Quantity Service Item

**Add to Request**

Item Description \*

Q Search for items...

Item \*   Vendor Item

Q Search for items...  

Quantity \*   UOM \*   Cost   Cost Option

0.0000 /   Q   0.0000  

Deliver To

Vendor   Vendor Purchase From

32768 - ACCO ENGINEERED S...   Q   R-4 - DEPT 48424   Q

Manufacturer   Manufacturer Number

Q  

Tax Total 0.00  
Request Total 0.00  
0 Items within this Request

View Request Details  
**Submit Request**  
Delete Request  
Notes

Click "Submit Request"  
to route Requisition

# Creating a Requisition

## Notes:

1. Attach quotes if received (*page 5, bottom of page*)
2. If commodity is found under a State Contract, purchasing will change vendor to match Statewide Contract
  - Agency will be informed of any changes

# Accounting Codes

Pages 14-32

Click Account Code to go  
to page

[1050 – Security](#)

[1200 - Management Services](#)

[2000 – Director](#)

[2010 - Governor's Residence](#)

[3000 - Chinden Campus FS](#)

[3010 - Capitol Mall FS](#)

[3020 - Lewiston FS](#) [3030 -](#)

[Idaho Falls FS](#)

[3100 - PD And C](#)



Master Account  
Codes  
*Double Click to View*

[3300 - DPW Admin](#)

[4000 – Purchasing](#)

[4200 - Federal Surplus](#)

[5000 – Risk](#)

[5100 – OGI](#)

[5200 – ISIF](#)

[6000 - Capitol Commission](#)

[7100 - document Services](#)



# 1050 - Security

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003508	CHINDEN CAMPUS - SECURITY	1050	ADAC	45026	200CHSCTY00
2003400	DEPT OF ADMIN SECURITY DIV	1050	ADAC	45026	



# 1200 - Management Services

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2001210	SMALL AGENCY BUSINESS MGMT GEN	1200	ADAA	10000
2001212	SMALL AGENCY BUSINESS MANAGEMENT	1200	ADAA	45014
2001219	INTERNAL SUPPORT - ISIF	1200	ADAA	51900
2001250	INTERNAL SUPPORT - PURCHASING	1200	ADAA	45000
2001256	INTERNAL SUPPORT - FSP	1200	ADAA	45600
2001261	INTERNAL SUPPORT - OGI	1200	ADAA	46100
2001262	INTERNAL SUPPORT - RISK	1200	ADAA	46200
2001265	INTERNAL SUPPORT - PBF	1200	ADAA	36500
2001280	Room 100 - Supply Allocation	1200	ADAA	45000



# 2000 - Director

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2001100	DIRECTOR'S OFFICE	2000	ADAA	10000



# 2010 - Governor's Residence

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003116	IDAHO HOUSE	2010	ADAJ	36600	
2003118	ID COMM FOUNDATION	2010	ADAJ	36600	200ICFHSE00
2003119	ID COMMUNITY FOUNDATION	2010	ADAJ	36601	200ICFHSE00



# 3000- Chinden Campus FS

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003506	CHINDEN CAMPUS - CAFETERIA	3000	ADAC	45026	200CCCAFE00
2003507	CHINDEN CAMPUS - JANITORIAL	3000	ADAC	45026	200CHJANI 00
2003510	CHINDEN CAMPUS - AGRICULTURE LEASE	3000	ADAC	45026	200CHAGLS00
2003501	FAC ASSESSMENT CONDITION WORK (CBRE)	3000	ADAC	45026	200CHFVCWK00
2003502	CHINDEN CAMPUS - BOILER PLANT 1	3000	ADAC	45026	200CC1BLR00
2003503	CHINDEN CAMPUS - BOILER PLANT 2	3000	ADAC	45026	200CC2BLR00
2003504	CHINDEN CAMPUS - CENTRAL CHILLER PLANT 1 AD	3000	ADAC	45026	200CNTRLPCH
2003505	CHINDEN CAMPUS - CENTRAL CHILLER PLANT 2 A	3000	ADAC	45026	200CC2CHL00
2003515	CHINDEN CAMPUS - BUILDING 1	3000	ADAC	45026	200BLDG0100
2003520	CHINDEN CAMPUS - BUILDING 2	3000	ADAC	45026	200BLDG0200
2003530	CHINDEN CAMPUS - BUILDING 3	3000	ADAC	45026	200BLDG0300
2003540	CHINDEN CAMPUS - BUILDING 4	3000	ADAC	45026	200BLDG0400
2003550	CHINDEN CAMPUS - BUILDING 5	3000	ADAC	45026	200BLDG0500
2003560	CHINDEN CAMPUS - BUILDING 6	3000	ADAC	45026	200BLDG0600
2003570	CHINDEN CAMPUS - BUILDING 7	3000	ADAC	45026	200BLDG0700
2003580	CHINDEN CAMPUS - BUILDING 8	3000	ADAC	45026	200BLDG0800
2003500	CHINDEN CAMPUS - ALLOCATION	3000	ADAC	45026	
2003509	CHINDEN CAMPUS - PARKING LOTS	3000	ADAC	45026	200CHPRKG
2003590	CHINDEN CAMPUS - COMMON AREA MANT	3000	ADAC	45026	200CHCCAM00



# 3010 Capitol Mall FS

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003206	FAC SVCS- PARKING	3010	ADAC	45026	200PARKNG00
2003208	FACILITIES SERVICES ADMINISTRATION	3010	ADAC	45026	
2003251	STATE INSURANCE FUND BLDG	3010	ADAC	45026	
2003261	954 W JEFFERSON ST	3010	ADAC	45026	200954JEF00
2003210	FAC SVCS- GENERAL FUND	3010	ADAC	45026	
2003211	STATE CAPITOL BUILDING	3010	ADAC	45026	200STCAPL00
2003212	SUPREME COURT BUILDING	3010	ADAC	45026	200SUPRCT00
2003213	STATE LIBRARY BUILDING	3010	ADAC	45026	200STLIBR00
2003214	JRW BUILDING	3010	ADAC	45026	200JRWBLD00
2003215	LBJ BUILDING	3010	ADAC	45026	200LBJBLD00
2003216	PARKING STRUCTURE	3010	ADAC	45026	200PRKGRG00
2003217	PETE T. CENARRUSA (TOWERS)	3010	ADAC	45026	200PTCBLD00
2003218	DPW HEAT PLANT	3010	ADAC	45026	200DPWBLD00
2003219	ALEXANDER HOUSE	3010	ADAC	45026	200ALEXH500
2003222	8TH STREET PARKING LOT	3010	ADAC	45026	
2003223	BLIND COMMISSION 341 W. WASHINGTON	3010	ADAC	45026	200BLNDCM00
2003224	ADA COUNTY COURTHOUSE 514 W JEFFERSON	3010	ADAC	45026	200ADACTH00
2003227	BORAH FEDERAL BUILDING- 0450/26	3010	ADAC	45026	200BORAHB26
2003230	PARKING GARAGE- 6TH & WASHINGTON	3010	ADAC	45026	200PRKGRGPG
2003204	FAC SVCS- MANAGEMENT SUPPORT	3010	ADAC	45026	
2003205	FAC SVCS- CENTRAL PLANT (GEO/CHILLERS)	3010	ADAC	45026	



# 3020 - Lewiston FS

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003231	LEWISTON STATE OFFICE BLDG (LSOB)	3020	ADAC	45026	200LEWSOB



# 3030 - Idaho Falls FS

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND	ADDITIONAL REPORTING
2003241	IDAHO FALLS STATE OFFICE BLDG	3030	ADAC	45026	200IDFSOB





# 3100 PD And C

PROGRAM	PROGRAM TITLE	ORG UNIT	FUND	ADDITIONAL
				REPORTING
2003724	PBF FY23 CAPITOL MALL MAINT FUND	3100	ADPH	36501
2003773	HB 773	3100	ADPI	36500
2003779	HB 779 - FY 2022	3100	ADPI	36500
2003791	HB 779 - FY 2023	3100	ADPI	36500
2003824	PBF FY22 CAPITOL MALL MAINT FUND	3100	ADPH	36501
2003839	HB 839 - FY 2007	3100	ADPI	36500
2003924	PBF - FY 19 MAINTENANCE FUND	3100	ADPH	36501
2003999	FY16 SB1172	3100	ADPI	36500
2003323	HB 323	3100	ADPI	36500
2003325	HB 325 - FY 2008	3100	ADPI	36500
2003362	HB 362 - FY 2006	3100	ADPI	36500
2003372	SB 1172 - FY 2022	3100	ADPI	36500
2003373	HB 373	3100	ADPI	36500
2003399	SB 1399	3100	ADPI	36500
2003401	HB401	3100	ADPI	36500
2003422	SB 1422 - FY 2017	3100	ADPI	36500
2003424	PBF FY23 CHINDEN MAINT FUND	3100	ADPH	36501
2003425	SB 1425 - FY 2015	3100	ADPI	36500
2003498	SB 1498 - FY 2009	3100	ADPI	36500
2003524	PBF FY22 CHINDEN MAINT FUND	3100	ADPH	36501
2003569	FY 2021 HB569	3100	ADPI	36500
2003624	FY21 CHINDEN MAINT FUND	3100	ADPH	36501
2003635	HB 635 - FY 2015	3100	ADPI	36500
2003691	FY 19 HB691	3100	ADPI	36500
2003711	HB 711 - FY 2011	3100	ADPI	36500
2003024	FY21 CAPITOL MALL MAINT FUND	3100	ADPH	36501
2003122	AGENCY FUNDS	3100	ADAJ	36503 200AGENCY03
2003124	PBF- CAPITOL MALL MAINT FUND	3100	ADPH	36501
2003125	AGENCY FUNDS	3100	ADAJ	36503 200AGENCY00
2003127	INSURANCE FUNDS	3100	ADAJ	36503 INS000
2003142	SB 1421 - FY 2022	3100	ADPI	36500
2003172	SB 1172 - FY 2015	3100	ADPI	36500
2003180	SB 1180 - FY 2010	3100	ADPI	36500

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2003189	SB 1189	3100	ADPI	36500
2003194	SB 1194 - FY 18	3100	ADPI	36500
2003197	FY23 SB1197	3100	ADPI	36500
2003198	FY 20 SB1198	3100	ADPF	36500
2003203	SB 1203 - FY 2012	3100	ADPI	36500
2003225	FY 2021 HB225-SUPP	3100	ADPF	36500
2003313	HB 313 - FY 2014	3100	ADPI	36500
2003314	HB 313 M/R - FY 14 HIGHER ED	3100	ADPI	36591



# 3300 - DPW Admin

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2003112	PUBLIC WORKS ADMIN	3300	ADAC	36500
2003113	PUBLIC WORKS- GENERAL FUND	3300	ADAC	10000
2009999	DPW CONTRACT RETAINAGE DEFAULT	3300	ADHZ	36500



# 4000 - Purchasing

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2004100	PURCHASING - GENERAL FUND	4000	ADAD	10000
2004101	PURCHASING - STATEWIDE CONTRACT ADMIN	4000	ADAD	45027



# 4200 - Federal Surplus

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2004302	FEDERAL SURPLUS PROPERTY	4200	ADAD	45600
2004303	FSP- FIXED PRICE	4200	ADAD	45600



# 5000 - Risk

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2009102	RISK MANAGEMENT-ADMIN	5000	ADAK	46299
2009110	RISK MANAGEMENT EMPLOYEE BONDS	5000	ADAI	Continuous 46260
2009120	RISK MANAGEMENT CYBER LIABILITY	5000	ADAI	Continuous 46261
2009130	RISK MANAGEMENT MISC PROPERTY	5000	ADAI	Continuous 46262
2009160	WORKERS COMPENSATION	5000	ADAI	Continuous 46266
2009200	RISK MANAGEMENT LIABILITY	5000	ADAI	Continuous 46220
2009400	RISK MANAGEMENT PROPERTY	5000	ADAI	Continuous 46280
2009500	RISK MANAGEMENT INLAND MARINE	5000	ADAI	Continuous 46243
2009550	FOSTER PARENT REIMBURSEMENT	5000	ADAI	Continuous 46241
2009600	RISK MANAGEMENT R M ENERGY SYSTEM	5000	ADAI	Continuous 46244
2009700	RISK MANAGEMENT AIRCRAFT	5000	ADAI	Continuous 46245
2009800	RISK MANAGEMENT MISC CASUALTY	5000	ADAI	Continuous 46242
2009900	RISK MANAGEMENT AUTO PHYSICAL	5000	ADAI	Continuous 46250



# 5100 - OGI

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2007302	RESERVE CONT MED PREM	5100	ADAI Continuous	46182
2009248	IBHP- RESERVE	5100	ADAI Continuous	46165
2009301	GROUP INSURANCE - ADMIN	5100	ADAK	46152
2009302	HEALTH PROMOTIONS	5100	ADAK	46152
2009303	FLEXIBLE SPENDING ACCOUNT	5100	ADAI Continuous	46153
2009305	FLEXIBLE SPENDING ACCOUNT - RESERVE	5100	ADAI Continuous	46154
2009306	EMPLOYEE HEALTH SAVINGS ACCOUNT	5100	ADAI Continuous	46160
2009307	LIMITED PURPOSE FLEXIBIE SPENDING ACCT	5100	ADAI Continuous	46161
2009315	BLUE CROSS DENTAL PREMIUM	5100	ADAI Continuous	46168
2009321	BLUE CROSS DENTAL RESERVE	5100	ADAI Continuous	46169
2009350	PRINCIPAL BASIC-CURRENT PREMIUM	5100	ADAI Continuous	46170
2009351	PRINCIPAL - RETIREE,CURRENT PREMIUM	5100	ADAI Continuous	46172
2009352	PRINCIPAL - RATE STABILIZATION	5100	ADAI Continuous	46171
2009354	PRINCIPAL - LTD IBNR	5100	ADAI Continuous	46173
2009355	PRINCIPAL - LTD RESERVE	5100	ADAI Continuous	46174
2009356	PRINCIPAL - FICA RESERVE	5100	ADAI Continuous	46175
2009357	PRINCIPAL - SUPPLEMENTAL	5100	ADAI Continuous	46176
2009381	BLUE CROSS TRADITIONAL/RETIRES	5100	ADAI Continuous	46106
2009382	BLUE CROSS PPO/RETIRES	5100	ADAI Continuous	46107
2009383	BLUE CROSS RESERVE/RETIRES	5100	ADAI Continuous	46108
2009384	BLUE CROSS TRADITIONAL	5100	ADAI Continuous	46147
2009385	BLUE CROSS PPO	5100	ADAI Continuous	46148
2009386	BLUE CROSS RESERVE	5100	ADAI Continuous	46149
2009388	BLUE CROSS HIGH DEDUCTIBLE	5100	ADAI Continuous	46134
2009389	BLUE CROSS HIGH/DED/RETIRES	5100	ADAI Continuous	46192
2009394	RESERVE CONT MED PREM	5100	ADAI Continuous	46182
2009395	LTD WAIVER RESERVE	5100	ADAI Continuous	46183
2009396	EXTENDED LIFE RESERVE	5100	ADAI Continuous	46184
2009397	MEDICAL SWEEP ACCT RESERVE	5100	ADAI Continuous	46195
2009398	DENTAL SWEEP ACCT RESERVE	5100	ADAI Continuous	46196
2009935	DENTAL STATE APPROPRIATION	5100	ADAI Continuous	46156
2009936	HEALTH STATE APPROPRIATION	5100	ADAI Continuous	46157

# 5200 - ISIF

PROGRAM TITLE	PROGRAM	ORG UNIT UNIT	APPROPRIATION	FUND
	2001204 ISIF - ADMIN	5200 ADAK		51900
	2001205 ISIF - CONTINUING	5200 ADAI	Continuous	51900





# 6000 - Capitol Commission

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2006101	CAPITOL COMMISSION ADMIN	6000	ADAO	48109
2006103	CAPITOL COMMISSION MAINTENANCE	6000	ADAO	48279
2006344	CAPITOL RESTORATION- HB 344	6000	ADAO	48109



# 7100 - document Services

PROGRAM	PROGRAM TITLE	ORG UNIT	APPROPRIATION UNIT	FUND
2004800	DOCUMENT SERVICES -GF	7100	ADAM	10000
2004802	POSTAL	7100	ADAM	45051
2004803	QUICK COPY	7100	ADAM	45051
2004805	DOCUMENT SERVICES - CONT	7100	ADDS CONTINUOUS	45051

