

Banner Class Codes

Banner class codes identify the purchasing method and/or category. The class codes listed below are organized by category and include definitions and examples.

Purchasing Cooperative/Consortium – Good or services purchased from competitively bid contracts		
Important Reminders: <ol style="list-style-type: none"> 1. Request Purchasing Cooperative pricing when requesting a quote (quote should include the contract# to ensure discounted pricing). 2. Purchasing Cooperative Contract# should be entered on the Purchase Order in Document Text 3. Purchasing Cooperative Blankets should be used for multiple purchases of small value items throughout the fiscal year. 		
Class Code	Type	Definition
A	State Award	Established by the Operation Services Division for all eligible entities of the Commonwealth of Massachusetts. https://www.mass.gov/service-details/find-a-statewide-contract-user-guide
D	State Award Blanket	
H	MHEC Contract	Massachusetts Higher Education Consortium primarily for Massachusetts public and private institutions of higher education. Current Vendor: WB Mason. https://www.mhec.net/
P	MHEC Blanket	
I	E and I Cooperative	National purchasing consortium established by National Association of Educational Procurement (NAEP) for educational institutions and related facilities nation-wide. Current Vendor: Staples. https://www.eandi.org/
J	E and I Cooperative Blanket	
V	OMNIA Partners (formerly US Communities)	National purchasing consortium for local and state government agencies, school districts (K-12), higher education institutions, and nonprofits. Current Vendor: Amazon. https://www.omniapartners.com
Contracts/Agreements/Bids		
C	Service Contract	Agreement with vendor to provide a service to the college. MCC Short Form Contract is <u>recommended</u> for services \$10k and under . The Commonwealth of Mass Standard Contract is <u>required</u> for service \$10k and over . Examples: guest speakers, campus activities, software subscription, consultants, etc.
L	Lease Order	Space leases or equipment leases. All leases must be submitted to Purchasing for review and execution.
K	PACE	Goods or services are purchased under the terms of a contract awarded by PACE (Partnership to Advance Collaboration and Efficiencies).
Q	Bid/Quote	Order is awarded after multiple solicitation of vendors for a quotation, written bid, or proposal.
Y	Emergency Order	Reserved for emergencies, such as hiring a vendor to repair a burst pipe causing a flood.
Employee Reimbursement/Travel		
E	Employee Reimbursement	Reimburse an employee for a purchase or expense incurred on behalf of the college. Submit documentation of payment to Purchasing (original receipt, copy of back of cashed check, etc.). Examples: supplying food or beverages for small College meeting or gathering.

T	Travel	Reimburse employee for expenses related to travel undertaken in conjunction with their employment at the college (2000 pool). Examples: mileage, parking, tolls, and per diem meals.
Blanket, Service & Regular Orders		
B	Blanket Order	Purchase Order is created for a fixed amount with a vendor for multiple purchases of small value items for the fiscal year. Blankets may be increased or decreased as needed. NO equipment (6000 pool) can be purchased on a blanket. Examples: office supplies or other small incidentals
O	Service Order	Class Code is used to encumber funds for a one-time service. Examples: Flowers or Food Delivery Participant Travel (Students).
R	Regular Order	Goods to be received by the college. College Internal Controls require receiving to be done by the college receivers. Goods should not be picked up from vendors. Does NOT apply to food or flowers.
Check With/Stipend		
W	Check With Purchase Order	Subscriptions (non IT) and memberships which need a check attached to a form. To be used ONLY when a document needs to be sent “with” the check. Please send the document to be included with check to Purchasing.
S	Stipend	Payment for non-employees. Subject to taxes. Examples: student incentives
Terminated Class Codes		
U	US Commodities	Please refer to Class Code V, OMNIA Partners (formerly US Communities)
G	Guest Speaker	Please refer to Class Code C, Service Contract

FAQs

- 1. The items I am purchasing falls under multiple class codes, which class code should I use?** The Purchasing Cooperative should always be selected if there are more than one applicable class code (see examples below).

For example: T-shirt Purchase falls under Regular Order and MHEC. The purchasing cooperative MHEC Contract should be selected to document it has been purchased from a competitively bid contract.

For example: Software Subscription falls under Service Contract and E&I. The purchasing cooperative should be selected to document it has been purchased from competitively bid contract.

- 2. I need a check cut to provide payment to a caterer. What class code should I use?** Catering is a service and should be entered as a Service Contract. You must add document text “Please cut check for pick up on [enter applicable date].” Please arrange pick up of check with Accounts Payable staff.
- 3. I need to send a check with a membership form. What is the class code and process?** The class codes is “Check With” since a check must be sent with additional documentation. Please send the additional documentation to Purchasing.
- 4. I need to order supplies for my department. Can I pick up supplies at a local store?** All goods which includes supplies must be delivered to the College Receiving Department only (Lowell or Bedford). The items must be received by the Facilities staff and entered in Banner as received per the Internal Controls.