

Account Codes/Cost Centers:

Each individual Purchasing Card has been assigned a default accounting code, also referred to as a Cost Center. Every item or service purchased using the Purchasing Card will be charged to the Cost Center that was assigned to that card.

If necessary, your or your Departmental Liaison has the ability to change or reallocate charges to a different Cost Center. This is necessary when the default cost center assigned to your card does not apply to the item or service purchased. You also have the ability to split transactions between Cost Centers.

The cost center consists of the Business Unit, Department ID (Dept ID) and Fund.

A sample cost center for BGS Purchasing would look like:

01154-1150500000-10000

A sample cost center for BGS Montpelier - 133 State Street would look like:

01168-1160550025-58800

Your Department Manager and Agency Administrator assigned the default Cost Center for your Purchasing Card.

In most cases, the responsibility to change or reallocate Cost Centers has been assigned to you. However, if you have been assigned a Departmental Liaison, your Departmental Liaison will assume the responsibility for reallocating transactions if necessary.

Cost Center Type:

Every accounting code or Cost Center is also associated with a Cost Center Type and Cost Center Type Name. For example, we have assigned Cost Center Type Name and Cost Center Type for the Division of Purchasing and Contract Administration as:

Cost Center Type Name:

Cost Center Type:

BGS-Purchasing

BGS-01

By assigning a Cost Center Type Name and Cost Center Type to each Cost Center it allows us to sort or view only certain Cost Centers at a time.