

Blanket Order Program Item Numbers

BPO-5410	<u>Animals & Animal Supplies</u> Animals, bedding, reusable and disposable cages, feed, isolators, animal shipping containers, clipper, etc.
BPO-5420	<u>Sterile Occupational Clothing & Safety Supplies, non-taxable</u> Jump suits, coveralls, scrub suits, lab coats, gloves, face masks, footwear, booties, shoe covers, eye wear, (goggles, shields, etc.) hearing protection, respirators, etc.
BPO-5421	<u>Non Sterile Occupational clothing & Safety Supplies, taxable</u> Jump suits, coveralls, scrub suits, lab coats, gloves, face masks, footwear, booties, shoe covers, eye wear, (goggles, shields, etc.) hearing protection, respirators, signage-hazardous, warnings, hazardous waste containers, etc.
BPO-5430	<u>Biologicals</u> Antibodies, buffers, chemicals, diagnostic kits, enzymes, tissue culture media, oligos, peptides, pharmaceutical items, biochemicals, reagents, sera (bovine, chicken, etc.), kits (sequencing, diagnostic, pharmaceutical), alcohol swabs, distilled water, molecular grade water Note: No Controlled Substances or regulated chemicals
BPO- 5450	<u>Industrial Supplies</u> Maintenance supplies, bags, shipping supplies, water system supplies, UPS, all batteries, bulbs, replacement parts, keys, waste receptacles, ice cream cartons, freezer boxes, plasticware, spray bottles, etc.
BPO-5450R	<u>Industrial Supplies - Recycled</u>
BPO-5451	<u>FME Stock Material – Shop</u>
BPO-5452	<u>FME Stock Materials – Tool Room</u>
BPO-5453	<u>FME Tools and Devices</u>
BPO-5455	<u>Cleaning Supplies & Toiletries</u> Cleaning compounds, janitorial supplies (must use Custodial Services) Personal hygiene items* * (special approval required)
BPO-5455R	<u>Cleaning Supplies and Toiletries - Recycled</u>
BPO-5460	<u>Laboratory Supplies</u> Apparatus, supplies, glass and plastic ware, pipettes, medical supplies, consumables (filter paper, bench covers, etc.), medical supplies, etc. Note: No controlled substances or regulated chemicals
BPO-5460SENS	<u>Laboratory Equipment, Sensitive Property</u> Gamma counter, Geiger counter, incubator, laboratory balance, liquid nitrogen freezer, liquid scintillation counter, spectrophotometer, microscopes, cameras attached to microscopes) Note: Item must be decaled.
BPO-5470	<u>Administrative Supplies</u> Pens, paper, notebooks, diskettes, all film, heaters, printer cartridges, etc. *Food/groceries/drinking water (special approval required)*
BPO-5470R	<u>Office Supplies – Recycled</u>

BPO-5470SENS	<p><u>Administrative Equipment, Sensitive Property</u> Communication equipment, such as cellular phone, pager, facsimile machine, two-way radios Electrical appliances, such as freezer or refrigerator (all but large commercial size), microwave oven Audio or visual equipment such as VCR, television, camera (non-digital), DVD player, video recorder, camcorder, laser disc player, voice recorder/transcriber Note: items must be decaled.</p>
BPO-5472NGR	<p><u>Freight – No Goods Received</u> Transportation Department Only.</p>
BPO-5474NGR	<p><u>Printing & Reproduction – No Goods Received</u> Services and supplies provided by vendors outside NCI-Frederick for printing and reproduction. Note: For Use by SPGM & HR Department only or Special Approval required.</p>
BPO-5475	<p><u>Subscriptions</u> Subscriptions for journal or other job related publications. Note: Must verify with Purchasing personnel (Andrea Turner, x1702) that journal is NOT available from the Subscription Service, currently Blackwells.</p>
BPO-5477	<p><u>Books</u> Data entry for ALL books must list exact title and ISBN. All books must be stamped with property stamp (stamp available from the Central Supply Warehouse).</p>
BPO-5480	<p><u>Computer Hardware, non-sensitive, <\$5,000</u> Disk drives, memory, modems, mouse, keyboard, etc.</p>
BPO-5480SENS	<p><u>Computer Hardware < \$5,000, Sensitive Equipment</u> Disk drives, memory, printers, digital cameras, modems, monitors, scanners, etc. All items must be decaled. Note: No capital equipment Note: Desktop computers (PC & Mac) and laptops must be requisitioned on a Purchase Request and submitted to the Purchasing Department.</p>
BPO-5481	<p><u>Computer Software</u> Purchase and upgrades of software.</p>
BPO-5481NGR	<p><u>Software – No Goods Received</u> Electronic Delivery</p>
BPO-5514NGR	<p><u>Customized Training – No Goods Received</u> A training event being customized by an outside vendor specifically for employees to attend onsite or offsite. Note: for use by DMS only.</p>
BPO-5515NGR	<p><u>Recruitment Expenses – No Goods Received</u> Note: for use by the Human Resources Department only.</p>
BPO-5516NGR	<p><u>Relocation Expenses – No Goods Received</u> Note: for use by the Human Resources Department only.</p>
BPO-5517NGR	<p><u>Immigration Expenses – No Goods Received</u> Note: for use by the Human Resources Department only.</p>
BPO-5520NGR	<p><u>Food for Seminars – No Goods Received</u> Note: For Use by Conference Planning Department Only</p>
BPO-5720NGR	<p><u>Vehicle Labor and Gasoline – No Goods Received</u> Note: for use by Fleet Services Management Only</p>
BPO-5722NGR	<p><u>Vehicle Leases Short-term (180 days) – No Goods Received</u> Note: for use by Fleet Services or special Approval required.</p>

BPO-5731NGR	<u>Postage – No Goods Received</u> Mailing contract-related materials. Note: for use by ALS Transportation Department Only
BPO-5750NGR	<u>Leases & Rental Short Agreements – No Goods Received</u> Note: for use by Constructions Contracts or special Approval required
BPO-5760NGR	<u>Service Maintenance Agreements/Repairs – No Goods Received</u> Note: For use by ALS Purchasing Department or special Approval required.*
BPO-5780NGR	<u>Research Support Services – No Goods Received</u> Research related services, e.g. collecting tissue specimens or blood samples, cell production services, testing, lab tests, or medical services, etc.
BPO-5780D	<u>Research Support Services, deliverable</u> Items received such as product, an email, or any other documentation as a result of a research related service being performed.
BPO-5782NGR	<u>Animal Related Services – No Goods Received</u> Services specifically related to research animals.
BPO-5783NGR	<u>Validation Services – No Goods Received</u> Validation Services
BPO-5790NGR	<u>Administrative Services – No Goods Received</u> Relocation of equipment/offices, animal transport, laundry, license fees, copying services, printing services, film processing, translation, temporary employee, design charges, bindery courier, landscaping, etc.
BPO-5840NGR	<u>Off Site Facility – No Goods Received</u> Note: Special Approval required
BPO-5850NGR	<u>Maintenance & Repair (Real Property) – No Goods Received</u> Note: Special Approval required
BPO-5899	<u>Incentives</u> Employee incentive purchases. Note: Special Approval Required*

***For all Special Approval Items, contact Cindy Farling, x 5415 or Lori Smith, x 1705.**