LCLS BUSINESS OFFICE

DIRECTORATE OVERVIEW
AND BUSINESS PROCESS GUIDELINES

February 2009

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LCLS DIRECTORATE OVERVIEW

For more than 40 years, SLAC's linac has produced high-energy electrons for cutting-edge physics experiments. The linac – an acronym for LINear Accelerator – is a particle accelerator in which charged particles are accelerated in a straight line, either by a steady electrical field or by means of radio frequency electric fields. The SLAC LINAC is a two-mile long accelerator, consisting of cylindrical, disc loaded, copper waveguides placed on concrete girders in a tunnel about 25 feet underground.

Now, scientists will continue this tradition of discovery by using the linac to drive a new kind of laser, creating X-ray pulses of unprecedented brilliance. The ultrafast X-ray pulses will be used much like flashes from a high-speed strobe light, enabling scientists to take stop-motion pictures of atoms and molecules in motion, shedding light on the fundamental processes of chemistry, technology, and life itself. Because they are so small and light, molecules and atoms react incredibly quickly to forces that act on them. Chemical reactions, in which molecules join or split, can take place in mere quadrillionths of a second. The ultrafast LCLS X-ray flash will be able to capture images of these events with a "shutter speed" of less than 100 femtoseconds (100 femtoseconds = 1/10 of a trillionth of a second).

Simply put, LCLS is the first tool in human history capable of producing light with a wavelength on the scale of atomic length, field strength, and time. For the first time we will be able to "see" quantum processes on the atomic scale.

More detail is available at http://lcls.slac.stanford.edu/.

LCLS Directorate Mission

The new organization addresses key needs for the accelerator, experimental facilities, engineering and physics, and instrumentation. SLAC's existing Accelerator Systems division has been folded into the LCLS directorate to support the accelerator activities associated with LCLS operations. In addition, the new directorate structure brings about two new divisions: an Experimental Facilities division, to provide support for the "photon side" of the machine, including user support for beamlines and visiting researchers; and the Engineering and Physics division, which provides system engineering functions and core teams of physicists and engineers to support the LCLS mission.

The restructuring initiative further integrates the LCLS Ultrafast Science Instruments into the LCLS Strategic Projects division. This provides the LCLS directorate with a group capable of delivering future expansion of the LCLS

machine and additional scientific instruments. Below is a high level outline of the organization.

LCLS Divisions

LCLS Directorate - General management and administration

Accelerator Operations – Support of the LCLS accelerator operations

Engineering and Physics Operations – A centralized engineering/physics staff assigned to the directorate

Experimental Operations – Support of the LCLS photon operations, beamlines, and user administration

Strategic Projects – Support to LCLS/LUSI construction, upgrades, new projects

Operations - LCLS Programmatic core competencies such as Human Resources, Accounting, and Procurement

Engineering & Technical Support - LCLS Programmatic core competencies

Organization Chart

http://lcls.slac.stanford.edu/OrganizationStructure.aspx

LCLS Directorate Projects

The following is a list of the current and future projects within the LCLS Directorate Strategic Projects Division. Policies and procedures for the projects that follow earned value management techniques (LCLS and LUSI) are not covered in this document. More information is available from the LCLS Construction/LUSI website and Sharepoint site.

http://www-ssrl.slac.stanford.edu/lcls/project_home.shtml
https://slacspace.slac.stanford.edu/sites/LCLS%20Document%20Storage/default.aspx

LCLS Construction Project – Linac Coherent Light Source

The LCLS grew out of a 1992 proposal to turn SLAC's two-mile long accelerator into an Angstrom-range free-electron laser. In 2001, the US Department of Energy made the decision to make the LCLS happen; creating the facility was the initial project entitled the LCLS Construction Project. This project is subject to earned value management.

LUSI Project – LCLS Ultrafast Science Instruments

The LUSI group is designing three instruments. The Coherent X-ray Imaging Instrument (CXI) will collect structural information on nanometer-sized objects with the goal to one day study individual biological molecules. The X-ray Pump-Probe Instrument (XPP) will use an optical laser to excite a sample that changes upon stimulation with light. The X-ray Correlation Spectroscopy Instrument (XCS) will permit scientists to observe the natural motion or dynamics of matter in equilibrium. This project is subject to earned value management.

The Research Support Building (RSB) and Infrastructure Modernization Project

This is the SLAC effort under the Department of Energy's Science Laboratories Infrastructure (SLI) program to maintain the general purpose infrastructure at the 10 Office of Science laboratories. SLAC submitted a major SLI proposal last year. As we make the transition from our single program past to our multi-program future, we need modern infrastructure to support an aligned workforce dedicated to achieving our laboratory mission. The mission need for the project was approved and it is moving forward.

LCLS Directorate Operations

LCLS Directorate Operations includes Linac Operations and Experimental Operations. For more information, please refer to the LCLS Directorate Organization Chart.

LCLS Directorate Business Office

The LCLS Directorate Business Office includes Finance, Information Technology, Procurement and Administration. For more information, please refer to the LCLS Directorate Organization Chart.

BUDGET DEVELOPMENT

Account Managers and WBS Managers

LCLS Account Managers are responsible for WBS level 3 accounts. This role is similar to a Control Account Manager within the LCLS Strategic Projects Division. WBS Manager is responsible for WBS level 2 and associated level 3 accounts and is similar to a project System Manager.

Categories of Support

Direct program – direct costs of supporting Linac Operations or LCLS Experimental Operations.
Includes WBS 1.X, 2.X, 3.X, 4.X, 5.X.

Core competencies – cost of all technical infrastructure at SLAC essential to support Linac Ops or LCLS Experimental Operations.
Includes WBS 8.X, 9.X (BES Primary Stewardship of SLAC).

Indirects - site-wide support such as ES&H, Business Services, Site Maintenance activities. Rates: 45.0% labor, 8.0% M&S
LCLS and LUSI project receive special indirect rates.

Budget Process and Basis of Estimate

The LCLS Directorate Operations annual budget process begins mid-July. LCLS Management evaluates the strategic goals for the coming year and considers such variables as machine performance, planned AIP work, operations statistics, legacy issues and hours/usage expectations. Scope statements are written by Account Managers and reviewed by the Directorate Office (as described below). Each Account Manager then establishes a budget at level 4 for the approved scope of work. The basis of estimate includes resource types, SLAC performing organization, fund type, FTE percentages, resource rates and material cost. LCLS Finance facilitates the entry of budget data into a budget model where various calculations are applied in order to derive the total budget. For example, labor dollars are calculated by multiplying FTE hours by an established hourly rate for each resource type. Indirect costs are applied in accordance with the current SLAC accounting policies. The rollup budget is aligned with the expected funding profile by LCLS Finance.

Work Authorization Document / Scope Statements

Scope statements integrate fund management & accounting processes to track performance. The Directorate Business Office issues work authorizations to the Account Managers and WBS Managers, allowing them to proceed with the scope of work. This document is also referred to as a scope statement and describes the major deliverables and budget assumptions for each level 3 WBS. The work authorization flows from the Directorate Office to the WBS managers and then from the WBS managers to the account managers. The work authorization documents require signatures by Account Managers, WBS Managers, LCLS Associate Lab Director and LCLS Business Manager. This process formalizes the acceptance of the activities described in the scope document.

BUDGET EXECUTION

Standard Processes

Opening and Closing Charge Codes

The LCLS Business Office interfaces with SLAC's Business Services Division to open and close charge codes. Once a Work Authorization has been signed off, a charge code can be requested. The WBS level 3 account managers (AM) should initiate requests to open charge codes.

A unique form for the LCLS Directorate will shortly be created. Until that time, charge codes can be requested via the standard Work Order Request Form:

https://www-internal.slac.stanford.edu/bsd/accounting/generalAccounting/WorkOrderForm.pdf

Submit the form to Mila Telnova of the LCLS Business Services Group. Please allow a 3 day turnaround.

Closing Charge Codes

The WBS level 3 account manager (AM) is responsible for closing charge codes. To close a charge code, the AM should send an email to the Mila Telnova of the LCLS Business Services Group and list the charge codes that are to be closed. If labor has been charged to the charge codes during the most recent pay period, prepare a list of those employees (available from the monthly cost report) who have done so. The AM should send an email to the employees and their supervisors to notify them that the charge code is going to be closed. Copy Mila Telnova on all emails. The AM should send these notifications to employees at least 2 weeks before the effective date of the charge code closure so that there is no disruption to the payroll process.

Sample email:

"The following charge codes will be closed on February 1, 2009. If you are currently working on tasks related to these charge codes, please contact your supervisor or the employee responsible for this work to obtain a new charge code. In addition, please forward this email to the administrative associate responsible for your effort sheet."

Purchase Requisitions

Purchase requisitions are submitted via the BIS On-Line Purchase Requisitions website:

https://www-bis1.slac.stanford.edu/slaconly/purchasing/newreq/

It is the AM's responsibility to begin the procurement process for their work scope. Purchase requisitions can be created by anyone with access to the BIS On-Line Purchase Requisitions website. The dollar amount of the requisition will drive the approval process which involves approvers from both technical and business office teams. In general, approvals are defined per the dollar amounts below; please see the LCLS Directorate Purchase Requisition Process document (Appendix) for complete details.

Amount	Technical Approval	LCLS Budget Approval
<$10,000	Account Manager	Varies – See Appendix
$10,000 - $50,000	Account Manager WBS Manager	Business Manager
$50,000 - $1,000,000 WBS 1,2,3,4,5	Account Manager WBS Manager LCLS ALD	Business Manager
$50,000 - $1,000,000 WBS 8,9	Account Manager WBS Manager Ops/ETS ALD	Business Manager
>$1,000,000	SLAC Director	Business Manager

Note: All LCLS Directorate requisitions over $1,000 should be submitted to Mila Telnova

Refer to the Appendix section of this document for a detailed description of the requisition approval process.

Corrective Journals

The Account Manager (AM) is responsible for initiating requests for non-labor corrective journal entries. Obtain a copy of the monthly actual cost report and

Print a copy of the page that contains the incorrect charge. Cross out the incorrect charge number and write the correct charge number next to it. Also include a written explanation that describes the reason for the correction and an approval signature (AM). Forward this to the LCLS Business Services Group (Mila Telnova) for review.

Revised Effort Sheets

The Account Manager (AM) is responsible for initiating requests for corrective labor journal entries. Obtain a copy of the effort sheets that require a correction. Cross out the incorrect charge numbers and write the correct charge numbers on each effort sheet. Request a signature from the original approver. Forward the sheet to the LCLS Business Services Group (Mila Telnova) for review.

Employment Requisitions

Refer to SLAC's Human Resources web site within the Operations Directorate.

http://www-group.slac.stanford.edu/hr/Default.htm

Travel

SLAC's Business Services Division handles travel. Please visit their website at: http://www-group.slac.stanford.edu/bsd/travel/default.htm

Within the LCLS Directorate, the Admin team under Helen O'Donnell may be consulted for assistance.

Petty Cash

The SLAC Petty Cash Window is located in Building 041 (A&E) at Room 208. Petty cash is used when the amount of a purchase is small, and it is not practical or possible to go through Purchasing or PCard.

Please visit this website for more information:
https://www-internal.slac.stanford.edu/bsd/bu/PettyCashInformation.htm

Budget Status Reporting

Monthly Reports

Actual cost reports are available around the 10th day of each month and include cost by charge code and cost category (SLAC labor, shop labor, material and indirect). These reports also include labor hours by name and performing organization. This data is used to compile monthly budget versus actual reports to facilitate the variance analysis process.

Variance Analysis

Account Managers review the detailed monthly reports and prepare written variance explanations in order to prepare for the monthly budget status review with each WBS manager.

WBS Manager Reviews

WBS Managers are responsible for meeting with the Account Managers from their areas around the 20th of each month to conduct a budget status review. The goal is to review the current status, variance analysis details, and corrective action plans with the Account Managers so that they have a good understanding of the status of current events and any problem areas. This allows the WBS manager to collect information required to support any proposed changes to the budget and/or scope statements.

Change Control / Document Control

WBS Managers meet with the LCLS Associate Director, Deputy Director and Business Manager at least monthly to propose changes to budgets or scope statements. Approved changes that impact budgets, funding, responsibility or scope definitions are communicated to the LCLS Finance staff. Revisions are then made to the appropriate documents and version numbers are updated.

APPENDIX

Charge Code Matrix

Charge codes are 7 digit numbers that are generated by the LCLS Directorate Business Services Group for gathering the cost of the LCLS efforts. Each charge code has a title that describes the work it encompasses. Charge codes are used on time sheets, purchase requisitions, and anything that results in a cost against the directorate.

Charge codes are the ‘leaf” level of the work breakdown structure. The work breakdown structure describes all work within the directorate. The most granular level of the work is described at a charge code level. That is, once the overall work is defined, it is broken into the logical individual efforts that are costed and planned. A charge code is assigned to each piece.

The Business Services Group will maintain a current charge code matrix on SharePoint as a resource for employees who are doing the work of the LCLS. Each charge code is identified by its title and the larger pieces of the work breakdown structure that it supports. Furthermore, the WBS level 3 account manager is identified on the Charge Code Matrix.

WBS level 3 account managers should be familiar with the charge codes of their areas. They may have a large number of charge codes depending upon the size of their work scope at the WBS level 4. A charge code can only support one WBS level 4 account.

The charge code matrix is located on SharePoint under the Business Office of the LCLS Directorate.

https://slacspace.slac.stanford.edu/sites/lcls/business_office/Pages/default.aspx?RootFolder=%2fsites%2flcls%2fbusiness%5foffice%2fBusinessOfficeDocuments%2fCharge%5fCodes&FolderCTID=&View=%7b2EDE5B9A%2d542C%2d4EAF%2d9D51%2dFDD6F9C9EB81%7d

Summary of Links to Other Reference Documents

LCLS Directorate Website http://lcls.slac.stanford.edu/.

LCLS Organization Chart
https://slacspace.slac.stanford.edu/sites/lcls/business_office/Pages/default.aspx?RootFolder=%2fsites%2flcls%2fbusiness%5foffice%2fBusinessOfficeDocuments%2fLCLS%20Business%20Office&FolderCTID=&View=%7b2EDE5B9A%2d542C%2d4EAF%2d9D51%2dFDD6F9C9EB81%7d

LCLS Project / LUSI Website
http://www-ssrl.slac.stanford.edu/lcls/project_home.shtml

LCLS Project / LUSI Sharepoint Site
https://slacspace.slac.stanford.edu/sites/LCLS%20Document%20Storage/default.aspx

Standard Work Order Request Form
https://www-internal.slac.stanford.edu/bsd/accounting/generalAccounting/WorkOrderForm.pdf

Employee Requisition Website
http://www-group.slac.stanford.edu/hr/Default.htm

SLAC Travel Website
http://www-group.slac.stanford.edu/bsd/travel/default.htm

SLAC Petty Cash Website
https://www-internal.slac.stanford.edu/bsd/bu/PettyCashInformation.htm

LCLS Purchase Requisition Approval Process

1. PURPOSE

This document describes the procedure to initiate and request approval for procurements that will be charged to the LCLS Directorate.

2. SCOPE

This procedure applies to all SLAC procurements initiated by LCLS staff and by individuals from other SLAC divisions submitting requisitions on behalf of the LCLS Directorate. Most LCLS procurements must be initiated with a BIS requisition using the online purchase requisition form. Exceptions are noted in Figure 1.1.

3. LCLS BUDGET REVIEW AND APPROVAL

Create BIS Purchase Requisition

Responsibility: Requestor

a. Submit all requisitions using the online BIS form located at https://www-bis.slac.stanford.edu/slaconly/purchasing/newreq/. The tutorial on this site will guide you through the process of completing a requisition.

b. Complete all required fields according to the online tutorial and figure 1.1. Refer to sample requisitions on pages 9 and 10.

c. Include additional relevant information in the comment field.

Figure 1.1 – LCLS BIS Requisition Guidelines

Item or Service	Operator	Line Item Description	Quantity, Measure and Unit Price	Category Code
Computer Related[1] & Cell Phones/ Cell Service	Teri Church	Begin line description with "LCLS-COMP:"	Enter number of items, select *Each* as the unit of measure and enter the unit price.	Hardware-54101 Software-53112 Telecom-55897
Professional Services	Darlene Ford	Begin line description with "B280:" Labor: Include name of individual and/or company name, brief description of services and period of performance. Attach statement of work if available. Travel: Include the following text: "B280: Travel and related expenses"	Labor: Enter number of hours, select *Hours* as the unit of measure and enter the hourly rate in the unit price field. Travel: Enter quantity of 1, select *Lot* as the unit of measure and enter total estimated travel costs for the period of performance covered by this requisition in the unit price field.	Professional Services – 55896 (use this code for both labor and travel line items)
All other items (see note [2] for exceptions)	Darlene Ford[3]	Begin line description with "B280:"	Enter number of items and select *Each* as the unit of measure.	Select an appropriate code from the drop down list.

Note: If you are adding funds to an existing purchase order, the line item description should include the words "Supplemental funds for PO _____" (enter the relevant PO number).

[1] Computer related items include hardware and software.
[2] Special order office supplies, computer accessories, work related books and some low cost items do not require a BIS requisition. Contact Helen O'Donnell for purchasing instructions related to these items.
[3] In some cases, other SLAC operators may submit BIS requisitions on behalf of the LCLS Directorate. These requisitions are subject to the requirements outlined in this document.

d. Select the “Save” option at this point and if applicable, attach electronic copies of backup documentation (quotes, statements of work, spreadsheets, etc…). Contact the LCLS purchasing group or Teri Church (for hardware and software) for more information regarding documentation requirements.

e. Forward the requisition to the appropriate individuals according to the responsibility matrix shown in Figure 1.2. (add each individual as an approver on the requisition).

f. When the requisition is approved by all individuals, it will automatically be forwarded to the BIS operator to be entered in the PeopleSoft system.

g. Requisitions under $10,000 will automatically be assigned to a buyer. Requisitions over $10,000 will be reviewed and approved by Business Services before being assigned to a buyer.

h. The requestor is responsible for monitoring the requisition activity log and for following up with approvers and operators to expedite the requisition. Allow at least 24 hours for approvers to respond.

Figure 1.2 – LCLS Directorate Procurement Approval Levels

Title / Position	Approval Level	Name
LCLS Requisition Coordinator	$1,000 and up	Mila Telnova
Budget Contact	$10,000 and up	Refer to figure 1.3
Account Manager (AM)	Up to $10,000	Refer to LCLS Responsibility Matrix
WBS Manager	$10,000 - $50,000	Refer to figure 1.3
LCLS Associate Lab Director	$50,000 to $1M	Dale Knutson
LCLS Associate Lab Director WBS 8 and 9 only	$50,000 to $1M	Sandy Merola
SLAC Lab Director	$1M and up	Persis Drell

Ctrl-Click here to access LCLS Directorate Responsibility Matrix

Figure 1.3 – LCLS Directorate Procurement Approval Contacts

WBS	WBS Manager	Budget Contact
1. Management & Administration	Cindy Lowe	Cindy Lowe
2. Accelerator Operations	John Seeman	Cindy Lowe
3. Engineering & Physics Operations	Dave Schultz	Cindy Lowe
4. Experimental Facilities	Jochen Schneider	Cindy Lowe
5. Strategic Projects	John Galayda	Cindy Lowe
8. Operations	Dave Schultz	Charlotte Chang
9. Engineering & Technical Support (ETS)	Dave Schultz	Cole Carter

4. LCLS OPERATOR PROCEDURES

Responsibility: LCLS Directorate Administration

Please refer to training documentation provided to SLAC PeopleSoft operators.

5. SUPPLEMENTAL FUNDING

Responsibility: Requestor / Buyer

Supplemental Funding for Existing Purchase Orders:

a. Submit a supplemental requisition when you would like to add additional funds to an existing purchase order. Follow the procedures outlined in sections 1 through 4 above. The item description in the BIS requisition should include the words "Supplemental funds for PO _____" (enter the relevant PO number).

b. The basis for the approval level for supplemental requisitions is equal to the remaining balance on the original purchase order plus the supplemental funds requested.

Supplemental Funding prior to completion of PO / Award :

a. If a purchase order has not been awarded and it is determined that the dollar amount needs to be increased, the buyer will notify SLAC purchasing to request that the status on the requisition be reset to Pending Approval.

b. The buyer will notify the operator and requestor and communicate the reason for the change and the revised requisition amount.

c. The requestor will print the original BIS requisition, revise the dollar amount, obtain written signatures from all approvers listed on the requisition and forward the requisition to the operator.

d. The operator will enter the revised dollar amount in PeopleSoft and complete all necessary steps to resubmit the requisition.

6. SAMPLE REQUISITIONS

LCLS Sample Requisition – Computer

BIS > Purchasing > Purchase Requisition

Entry #: 3368
Status: In Progress
Operator: Zapata, Araceli
Approval Request Sent To: Sisson, Wendy S
Approved By:

- Print This Req
- Edit This Req
- Add/Delete/Download Attachments
- Cancel This Req

Submit for Approval
Clone Requisition (Creates a new Req just like this one)

BIS Requisition Summary

Requisition Date: 4/21/2006 | **BIS Entry #:** 3368 | **Req ID:** NOT ASSIGNED

Requestor Name: Your Name
Dept: LCL MS: 103 Ext: 5555

Suggested Vendor: DELL MARKETING
Vendor Contact:

Estimated Req Total: $1,000.00 Sole Source?: No

LINE ITEM DETAIL

Line No.	Quantity:	UOM:	Est. Unit Price:	Extended Price:	Location (Bldg/Room):	Category:	Charge No:	Delivery Date:
1	2	Each	$500.00	$1,000.00	280 / 177	54101	9999999	5/6/2005

Line Item Description:
LCLS-COMP: UltraSharp 1905FP 19" Flat Panel Monitor

Line Item Comment:
Requested by Mark Reichanadter for Montagne and Dowell

Recycled or Recovered Material:
Is this an Energy Star labeled product?
Not Applicable

APPROVALS

Approver	Approve Date

ON-LINE ATTACHMENTS

Filename	Description	Date
	(None)	

Comments

REQ LOG

Date	Action	Who	Message
4/20/06 2:04 PM	Created	Your Name	
4/20/06 3:15 PM	Submitted for Approval	Your Name	To Sisson, Wendy S

LCLS Sample Requisition – Professional Services

BIS > Purchasing > Purchase Requisition

Entry #: 6543
Status: In Progress
Operator: Zapata, Araceli
Approval Request Sent To: Sisson, Wendy S
Approved By:

- Print This Req
- Edit This Req
- Add/Delete/Download Attachments
- Cancel This Req

Submit for Approval
Clone Requisition (Creates a new Req just like this one)

BIS Requisition Summary

Requisition Date: 4/21/2006 | **BIS Entry #:** 6543 | **Req ID:** NOT ASSIGNED

Requestor Name: Your Name
Dept: LCL MS: 103 Ext: 5555

Suggested Vendor: W A TECHNICAL SERVICES INC
Vendor Contact: Contact Name

Estimated Req Total: $117,520.00 Sole Source?: No

LINE ITEM DETAIL

Line No.	Quantity:	UOM:	Est. Unit Price:	Extended Price:	Location (Bldg/Room):	Category:	Charge No:	Delivery Date:
1	960	Hours	$112.00	$107,520.00	280 / 177	55896	Your Number	5/6/2005

Line Item Description:
B280: Professional services of controls system expert John Smith from W A Technical.
Period of Performance is May 2006 through October 2006..

Line Item Comment:
Professional services of a controls system expert to plan the overall architecture of the LCLS computer controls, and especially the connection of the LCLS controls to the existing LCLS linac controls system.

Recycled or Recovered Material:
Is this an Energy Star labeled product?
Not Applicable

Line No.	Quantity:	UOM:	Est. Unit Price:	Extended Price:	Location (Bldg/Room):	Category:	Charge No:	Delivery Date:
2	1	Lot	$10,000.00	$10,000.00	280 / 177	55896	9999999	5/6/2005

Line Item Description:
B280: Travel and related expenses

Line Item Comment:

Recycled or Recovered Material:
Is this an Energy Star labeled product?
Not Applicable

APPROVALS

Approver	Approve Date

ON-LINE ATTACHMENTS

Filename	Description	Date
	(None)	

Comments

REQ LOG

Date	Action	Who	Message
4/20/06 2:04 PM	Created	Your Name	
4/20/06 3:15 PM	Submitted for Approval	Your Name	To Sisson, Wendy S

7. Category Code List

The category code is a required field on the BIS online requisition form. Refer to Figure 1.1 – LCLS BIS Requisition Guidelines on page 3.

53111	Books, Subscription, e-info
53104	Chemicals & Paint
54101	Computer Related Hardware
53112	Computer Software
53102	Concrete & Cement
55103	Construction-Facility Maintenance -Davis Bacon
55100	Construction-Facility Maintenance - Other
55101	Copy & Printing
54104	Equip - Electronic
55102	Equip/Hardware Repair/Maintenance
54105	Equipment – Other
54108	Equipment - Vacuum
54103	Equipment-Machine & Hand Tools
56103	Freight & Postage
53100	Fuels
53109	Furnishings
53105	Gases & Cryogens
53106	Metals
53107	Office Supplies
53897	Oils, Lubricants, Antifreeze
53899	Other Materials & Supplies
55899	Other Services
55104	Outside Fabrication/Processing
53116	Precious Metals
55896	Professional Services
53902	Rentals/Leases-Other
55895	Site Support Services
55897	Telecom Services & Equip
53101	Thyratron Tubes
55108	Training - Non STAP
11117	Training - STAP Funds
53901	Vehicle Leasing
53114	Wire and Cable
56113	Workshops, Conferences

A description of each category can be found at the following link:
http://www-bis.slac.stanford.edu/public/purchasing/purcategories.aspx