



**To:** APOs and CUPOs

**AUD #24-27**

**CC:** Jim Barnaby, Deputy Commissioner, State Purchasing Division  
Mary Chapman, Deputy Division Director, State Purchasing Division  
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**From:** Audits, State Purchasing Division

**Date:** October 19, 2023

**Re:** Audit of three-digit NIGP category code use—purchase orders (POs) issued in August 2023

### **Audit Summary**

National Institute of Governmental Purchasing (NIGP) codes are a universal taxonomy for identifying commodities and services in procurement systems. The State of Georgia uses the NIGP five-digit item code as a commodity code to classify products and services on POs.

There were no PO lines for Team Georgia Marketplace™ (TGM) entities where a three-digit NIGP category code was used. For University System of Georgia (USG) entities, there were \$1.4 million in PO lines, where a three-digit NIGP category code was used.

### **Audit Objectives**

1. Determine how many PO lines contained a three-digit NIGP category code.
2. Determine which state entities issued PO lines with three-digit NIGP category codes.

The audit scope and methodology used in this audit are summarized in **Appendix A**.

### **Audit Objective: Three-digit NIGP category code**

For TGM entities, we found no instances where a three-digit NIGP category code was used. The three-digit NIGP categories end in “00” and only provide a general description of what was purchased. Section 6.3.1 of the Georgia Procurement Manual (GPM) requires a PO must contain a commodity code. The commodity codes used by the State of Georgia are five-digit NIGP codes.

For USG entities, we found 3,208 PO lines on 1,593 POs where a three-digit NIGP category code was used. These PO lines totaled \$7.5 million. USG entities used 135 three-digit NIGP category codes. The top six three-digit NIGP category codes by PO amount are summarized in **Table 1**. These six three-digit NIGP category codes accounted for 87% of the \$7.5 million in PO lines with three-digit NIGP category codes.

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## **Table 1**

**Three-digit NIGP Category Codes Used  
(USG) August 2023**

<b>NIGP Code</b>	<b>NIGP Code Description</b>	<b>PO Amount</b>	<b>Number of PO Lines</b>
95300	Insurance and Insurance Services, All types	\$3,779,370	10
20400	Computer Hardware and Peripherals for Microcomputers	\$1,763,068	370
17500	Chemical Laboratory Equipment and Supplies	\$335,505	300
97100	Real Property Rental or Lease	\$288,328	22
60000	Office Machines, Equipment, and Accessories	\$215,515	85
49300	Laboratory Equipment, Accessories, and Supplies: Biochemistry, Chemistry, Environmental Science, etc.	\$179,290	74

Source: 1) BOR\_OPO019D\_PO\_LIST\_BY\_BU\_DTL; 2) PO queries for Georgia Institute of Technology, Georgia State University, and Augusta University; and 3) PO data provided by the University of Georgia.

**Recommendations**

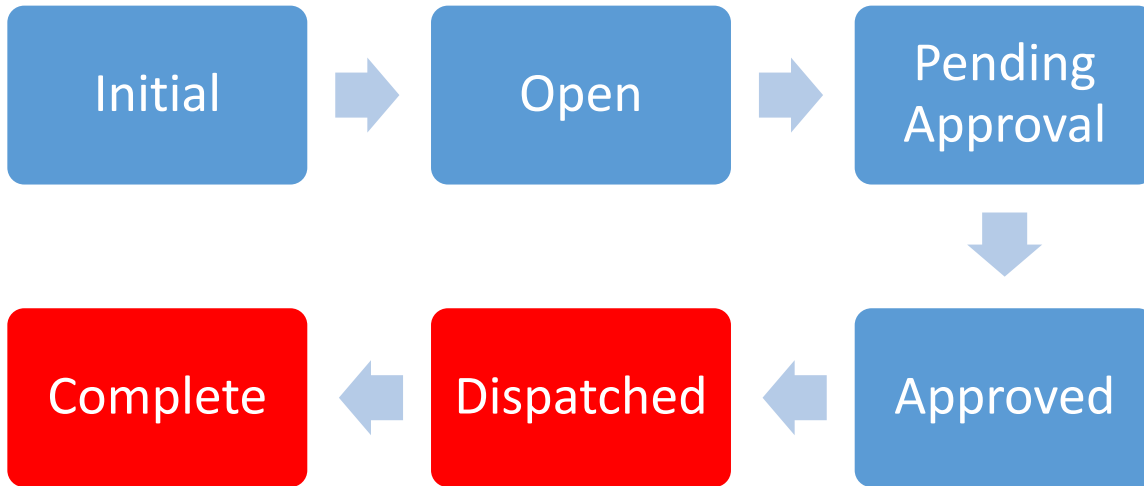
1. SPD should work with the appropriate IT support staff from the Department of Administrative Services (DOAS), the State Accounting Office, and USG to prevent the use of three-digit NIGP category codes on PO lines, where prohibited.
2. SPD Audits will work with the appropriate IT support staff from the Department of Administrative Services (DOAS) and the USG to review and, where necessary, correct the crosswalks used in catalogs to translate United Nations Standard Products and Services Codes® (UNSPSC) to NIGP codes. This will help to eliminate most of the system-generated 3-digit coding errors on PO lines.
3. SPD should provide a crosswalk from the most often used three-digit NIGP category codes to the five-digit codes that should be used.
4. APOs/CUPOs should review PO data from this audit at the buyer level to ensure that staff are adequately trained and, where necessary, re-trained in using NIGP codes on POs. SPD should also consider offering a stand-alone course on NIGP code use for buyers, requestors, approvers, and APOs/CUPOs.

# Appendix A

## Audit Scope and Methodology

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This audit is of purchase orders (POs) issued in August 2023 - POs with PO dates between August 1, 2023, through August 31, 2023. The PO dates were when the PO queries were run in September 2023. The PO queries come from different financial systems. Except for the Georgia Institute of Technology, which uses Workday, all other audited state entities use PeopleSoft for their financial system. It is not the same instance of PeopleSoft since each instance is configured differently. The objective of the audit was to audit POs issued or dispatched. Since the PO queries are run from different financial systems, the terminology used to indicate the PO status or the life cycle for POs varies. For TGM entities, the PO life cycle consists of the following steps:



Only those POs in the stage of dispatched or complete were included in this audit. Phases, before dispatched, represent the internal approval process a state entity uses before the PO is sent to the supplier. For TGM entities, this is known as dispatched. Complete is the status used when the PO is closed and can no longer be modified or used.