

	PURCHASING DEPARTMENT FREDONIA STATE UNIVERSITY OF NEW YORK	GUIDELINE NO: 104
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TITLE: Requisition Processing Abbreviations		

I. Purpose

The purpose of this guideline is to define acceptable abbreviations.

II. Procedure

Unit Abbreviations to Be Used on All Requisitions. (Cannot exceed 3 characters)

Book	BK
Box	BOX
Case	CSE
Cubic Yard	CYD
Dozen	DZN
Each	EA
Freight	FRT
Gross	GRS
Hundred	HUN
Month	MON
Ounce	OZ
Package	PKG
Pair	PR
Pound	LB
Ream	RM
Sheet	SHT
Week	WK

Bottle	BTL
Carton	CTN
Copy	CPY
Day	DAY
Drum	DR
Fee	FEE
Gallon	GAL
Hour	HR
Lot	LOT
Night	NGT
Pack	PK
Pail	PA
Pallet	PL
Quart	QT
Roll	ROL
Square Feet	SF
Year(s)	YR(S)