



February 11, 2016

TO: Texas A&M AgriLife Buy A&M Users

SUBJECT: BAM Updates 02/11/16

Buy A&M Object Code to NIGP Table

Now available is an Object Code to NIGP Cheat Sheet! See attached. We will be posting to the AgriLife Disbursements website soon. <http://agrilifeas.tamu.edu/fiscal/disbursements/resources/>

To search for the object code normally used for a particular type of purchase, select "Control" and "F" to bring up the search function. Insert the object code in the search and then the NIGP code for that object code will be presented to the left of the object code on the spreadsheet. That NIGP code can then be entered into BAM for the item being purchased.

Invoices and Credit memos received in Departments

Any invoices for open market and direct open market purchase orders and credit memos received in the departments should be forwarded to APIInvoices@ag.tamu.edu. Invoices should have the agency and purchase order indicated. Credit memos should indicate the agency and the account number to apply the credit to.

Questions/Contacts:

For BAM questions related to security / access / routing: AgHelp@ag.tamu.edu or Mary Castoria, mcastoria@tamu.edu.

For BAM questions related to requisitions: AgPurchasing@ag.tamu.edu or Chris Chamberlain, cchamberlain@tamu.edu.

For BAM questions related to invoices: APIInvoices@ag.tamu.edu or Kim Payne, kpayne@ag.tamu.edu.

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