Data Dictionary for Purchasing Commodity Data
The San Francisco Controller's Office maintains a database of purchasing activity from fiscal year 2007 forward. This data is presented on the Purchasing Commodity Data report in CSV format, and represents detailed commodity-level data by purchase order. We have removed sensitive information from this data – this is intended to show payments made to entities providing goods and services to the City and County and to protect individuals. For example, we have removed payments to employees (reimbursements, garnishments) and jury members, revenue refunds, payments for judgments and claims, witnesses, relocation and rehousing, and a variety of human services payments. New data is added on a weekly basis. Date Created: 04/06/2016

Field Name	Data Type	Definition	Notes (optional)
Fiscal Year	Plain Text	An accounting period of 12 months. The City and County of San Francisco operates on a fiscal year that begins on July 1 and ends on June 30 the following year. The Fiscal Year ending June 30, 2012 is represented as FY2011-2012.	
Purchase Order	Plain Text	A Purchase Order is a document that reserves a specific amount of money for payment to a vendor for a specific purpose.	
Purchase Order Line	Plain Text	A Purchase Order line is used to allocate a portion of the money reserved by the Purchase Order for a specific type of good or service. Each Purchase Order Line is associated with a Commodity, and each Purchase Order may have one or more Purchase Order Lines.	
Purchasing Department	Plain Text	Purchasing department represents an organizational unit used by the City and County of San Francisco for purchasing activities. It differs from the Department field used in other datasets in that Department is used for accounting purposes and conforms to the Organization hierarchy, whereas Purchasing Department is used only for purchasing and may have a different naming convention or unstandardized level of detail.	

Field Name	Data Type	Definition	Notes (optional)
Purchasing Department Title	Plain Text	Purchasing department represents an organizational unit used by the City and County of San Francisco for purchasing activities. It differs from the Department field used in other datasets in that Department is used for accounting purposes and conforms to the Organization hierarchy, whereas Purchasing Department is used only for purchasing and may have a different naming convention or unstandardized level of detail.	
Post Date - Original	Date	Post Date – Original represents the date on which the document first posted to the City and County of San Francisco's accounting system.	
Post Date - Current	Date	Post Date – Current represents the most recent date on which the document posted to the City and County of San Francisco's accounting system. This may be the same as Post Date – Original, or it may be a later date in cases where the document is changed and reposted subsequent to the original posting.	
Commodity Code	Plain Text	Commodity is a highly detailed descriptor used to define types of goods and services procured by the City and County of San Francisco. It is unrelated to the Object hierarchy used in other datasets in that Commodity is more detailed and is used only for purchasing activities, whereas Object is more general and is used for accounting purposes.	
Commodity Title	Plain Text	Commodity is a highly detailed descriptor used to define types of goods and services procured by the City and County of San Francisco. It is unrelated to the Object hierarchy used in other datasets in that Commodity is more detailed and is used only for purchasing activities, whereas Object is more general and is used for accounting purposes.	
Vendor Name	Plain Text	An organization that the City pays in return for goods or services.	
Vendor Street	Plain Text	The street address that the City has on file for the vendor	
Vendor City	Plain Text	The city that the City has on file for the vendor	
Vendor State	Plain Text	The state that the City has on file for the vendor	
Vendor Zip Code	Plain Text	The zip code that the City has on file for the vendor	
Vendor Contact	Plain Text	The contact person that the City has on file for the vendor	

Field Name	Data Type	Definition	Notes (optional)
Vendor Email	Plain Text	The contact email address that the City has on file for the vendor	
Vendor Phone	Plain Text	The contact phone number that the City has on file for the vendor	
Encumbered Quantity	Number	The quantity of goods or services to be purchased under the terms of the Purchase Order. For some non-discrete purchases, like professional service contracts, the Encumbered Quantity is zero.	
Encumbered Amount	Number	The dollar amount of goods or services to be purchased under the terms of the Purchase Order.	