

Vendor Hold Search Website:
<https://fmcpa.cpa.state.tx.us/tpis/search.html>

Cheat Sheet

Object Codes for Procurement Cards

State Comptroller Website

Code	Name	Description	Does not include
6012	Food	Food purchases. This includes business meals.	Food cannot be purchased on a state account
6013	Private Use		
6017	Player Awards	Athletic use only	
6018	Training Room Supplies	Athletic use only	
6105	Athletic Equipment Consumables	Athletic use only	
6151	Medical Services	Athletic use only	
6160	Clothing/T-Shirts		
6241	Team Equipment Repairs	Athletic use only	
6280	Gifts/Flowers (Misc. Expenditures)		
6289	Field Maintenance	Athletic use only	
6290	Athletic Guarantee	Athletic use only	
6312	Medical Supplies/Students & Athletes		
6680	Books for Scholarships	Athletic use only	
7201	Membership - Membership Justification form required	Includes fees (membership); membership dues.	Does not include tuition (7202), registration \fees (7203) for conference & seminars (7243)
7202	Tuition - Employee Training		Does not include registration for seminars & conference, membership fees, travel and books.
7203	Registration Fees	Employees attendance & seminars & conferences can include reference materials, meal and lodging when packaged with registration fee	Does not include tuition (7202); memberships (7201), travel expenses, books (7382)
7204	Insurance Premiums	Object code is only for risk management use	
7210	Fees & Other Charges	Includes items such as bank service fees, cancellation charges, examination fees, golf course usage, library fee, livestock registration, notary license fee, title searches, weighing fees	

Code	Name	Description	Does not include
7243	Educational/Training Services	Includes webinars, online training	Does not include guest lecture services; seminars or conferences (7203), or tuition paid to colleges
7253	Other Professional Services	Head hunter, mapping, surveying, Aerial surveying, appraisal services	Consulting services for IT (8242), IT Services (7275), Financial and accounting services (7245)
7262	Software Maintenance Renewal	Includes computer software, maintenance, telephone support	
7266	Building Maintenance & Repair	Object code is only for purchasing use	
7272	Hazardous Waste Disposal Services	Asbestos Removal Chemical Waste Disposal Fuel Tank Cleanup Hazardous Waste Disposal Incineration (hazardous waste) Land (hazardous waste removal) Landfill Construction for Hazardous Waste Nuclear Waste Disposal Radioactive Waste Disposal	Regular waste disposal (7526) Petroleum storage tank reimbursements coordinated by TCEQ (7282)
7273	Reproduction and Printing Services	Includes bookbinding, business cards, copies, imaging services, lamination, photo printing, stationary	
7276	Communication Services	Answering Service, Audio or Video Streaming Services, Communication Services (electronic), Electronic Subscription Service, FAXing Service, Internet Connections (service provider fees), Subscription Service (electronic), Wireless Internet (non-cellular, service provider fees)	
7277	Cleaning Services	Carpet, costumes, drapes, dry cleaning laundry, linen service, window washing	Cleaning building exterior (7266), litter retrieval (7270), rentals for uniforms (7406), swimming pools (7338)
7281	Advertising Publications/Products	Classifieds, internet, radio, newspaper, billboards	Promotional items (7309), rental of exhibit space (7470)

Code	Name	Description	Does not include
7286	Freight/Delivery Charges	Air express, armored car, delivery services, parcel service, towing, wrecker service, shipping charges	Employee relocation expenses (7071)
7291	Postal Service (USPS)	Post office box rent, postage stamps	
7299	Contracted Services	Purchased services that are on contract to the university	Consulting (7242), EAP programs (7253), Counselors (7253), temp employment agencies, surveying (7253)
7300	Consumables	Items that are consumed within a year of purchase. Can include badges, balloons, batteries, calendars, chalk, cleaning supplies, coffee filters, hanging file folders, name tags, pens, pencils, receipt books, room deodorant, tapes, trash bags, ink cartridges, arts and craft supplies, consumables for lab	Medical supplies (7212), printed stationery (7273), promotional items (7309)
7303	Subscription, Periodicals	e-books, journals, newspaper subscriptions, periodicals	Book (7382), electronic subscription services (7276), textbooks
7304	Fuels, Lubricants - other	Antifreeze, degreaser, grease, oil	Fueling of vehicles and equipment should be done with Toot N Totum card
7309	Promotional Items	Items that are giveaways includes marketing items	Office supplies, advertising
7310	Chemicals & Gases	Object code is for purchasing use only	
7312	Medical Supplies/Students & Athletes	Ace bandages, catheters, first aid kit, prescriptions, ointment	Medical supplies for worker's comp (7231)
7328	Farm, Ranch, Nursery Hardware	Animal feed, animal supplies, block salt, feed, nails, halters, fertilizer, paint, potting soil, screws, seed tags	

Code	Name	Description	Does not include
7334	Furnishings & Equipment (<\$5,000)	Appliances, beds, bulletin boards, camera, camcorder, coffee pot, computer furniture, curtains, exercise equipment, file cabinet, glare screens, heater, headphones, ice machine, life preserver, measuring tape, modular furniture, orchestra equipment, piano, scissors, lab equipment	Furnishing & equipment capitalized (7373), leased (7376), controlled (7374)
7335	Computer Parts (replacement parts)	Computer parts that are under \$5000 and expensed	
7338	Swimming Pools	Indoor/Outdoor	Rec Sports Only
7367	Equipment Maintenance & Repair	Copy Machine (maintenance), Equipment (maintenance), Farm, Ranch Nursery Equip. (maintenance)	Computer equipment (7267), computer software (7362)
7368	Vehicle Maintenance & Repair	Includes automobile repair, balancing, tires, car washing, tire rotation, window tinting, tune up	
7373	Furnishing & Equipment Capitalized	Must have useful life of more than one year & cost must be equal to or greater than one year. Includes alarm systems, appliances, equipment, golf carts, ice machines, lawnmowers, medical equipment, furniture	Does not include furniture that is controlled (7374), leased (7376), or expensed (7334). Motor vehicles (7371, 7372), computer equipment, books and reference materials
7374	Controlled Furnishings & Equipment	Cost is < \$5000 but must be tracked. The following items must be controlled; handguns, rifles, stereo systems (>\$500), TV's (>\$500)	Does not include furnishings and equipment that is not controlled (7334), leased (7376), computer equipment (7377, 7378, 7379)
7377	Computer Equipment (<\$5000)	Includes mouse, docking stations, flash drive, iPads, keyboard, laser printer, computers, servers, surge protectors	Does not include computer equipment controlled (7378), capitalized (7379), or expensed (7335)
7378	Computer Equipment Controlled	Items that are less than \$5000 but are controlled. Includes data projectors, desktop, CPUs, laptops	Does not include computer equipment not controlled (7337), capitalized (7379), computer parts (7335)

Code	Name	Description	Does not include
7379	Center Point	Object code is for IT & Purchasing use only. Cost is >\$5000 and a useful life of more than one year	
7380	Computer Software - Expensed	Object code is for IT & Purchasing use only. Cost is >\$100,000 or have an estimated useful life of one year or less	
7382	Books & Reference Materials- Expensed	Items are <\$5,0000. Includes books, DVD, film, maps, sheet music, video tapes	Does not include books and reference materials capitalized (7389)
7389	Cornette Library	Where unit cost is equal to or greater than \$5000 and has an estimated useful life of more than one year. Books, Pre-Recorded Reference Materials, Historical Markers, Law Books/Pocket Parts, Library Books	Books and reference materials -- not capitalized (7382) Computer software manuals (7382)
7393	Merchandise Purchased for Resale	Merchandise purchased for resale, e.g., paper, meat	
7406	Rental of Furnishings & Equipment	Includes copy machines, equipment, medical equipment, rental of furnishing	
7504	Telecommunications - Monthly Charge	Includes telephone monthly charges and also cell phones	Cellular telephone charges (7516)
7503	Telecommunications (Long Distance)	For records payment for long distance telephone charges	Monthly Internet or teleconferencing services (7276)
7510	Telecommunications Equipment	Telecommunications Equipment	Items <\$5000 and supplies for telecommunication equipment including Bluetooth headphones, telephone cords, telephone shoulder rest
7526	Waste Disposal	Includes grease traps, shredding, trash, utilities (waste disposal)	
7507	Utility Water Service	Shelly added this one when utilities were paid on Procard	