

Object Codes for Procurement Cards

| Code | Name | Description | Does not Include |
|------|---|--|--|
| 6012 | Food | Food purchases. This includes business meals. Food cannot be purchased on a state account. | Food cannot be purchased on a state account |
| 6013 | Private Use | | Cannot be purchased on a state account |
| 6017 | Player Awards | Athletic use only | Cannot be purchased on a state account |
| 6018 | Training Room Supplies | Athletic use only | Cannot be purchased on a state account |
| 6105 | Athletic Equipment Consumables | Athletic use only | Cannot be purchased on a state account |
| 6151 | Medical Services | Athletic use only | Cannot be purchased on a state account |
| 6160 | Clothing/T-shirts | | Cannot be purchased on a state account |
| 6241 | Team Equipment Repairs | Athletic use only | Cannot be purchased on a state account |
| 6280 | Gifts/Flowers (Misc. Expenditures) | | Cannot be purchased on a state account |
| 6289 | Field Maintenance | Athletic use only | Cannot be purchased on a state account |
| 6290 | Athletic Guarantee | Athletic use only | Cannot be purchased on a state account |
| 6312 | Medical Supplies/Students & Athletes | | Cannot be purchased on a state account |
| 6680 | Books for Scholarships ATHLETICS ONLY | Athletic use only | Cannot be purchased on a state account |
| 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 | To record the payment of tuition to Institutions of Higher Education, including community colleges, for state employees 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 - Risk Mgmt. Only | Object code is only for risk management use | |
| 7210 | Fees & Other Charges | Includes items such as bank service fees, cancellations charges, examination fees; golf course usage; team building events; . library fee; livestock registration; notary license fee; title searches, weighing fees | |

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| 7243 | Educational/Training Services | Includes webinars; online training. Apprenticeship Training (for employees) Defensive Driving Course - Contracted Educational/Training Services Employee Training Expenses Online Training (state employees) Professional Services (educational/training) Training Services (employees) Webinar (state employees) | Does not include guest lecture services; seminars or conferences (7203) tuition paid to colleges |
| 7253 | Other Professional Services | Head-hunter; mapping, surveying, aerial surveying; appraisal services | Consulting services for IT (7242), IT services (7275), financial and accounting services (7245) |
| 7262 | Software Maintenance Renewal | Includes computer software, maintenance, telephone support, extended warranty on electronics | |
| 7272 | Hazardous Waste Disposal | | |
| 7273 | Reproduction and Printing Services | Includes bookbinding, business cards, copies, imaging services, lamination, photo printing, stationary, | Photographers - contracted (7299); advertisements |
| 7276 | Communication services | Answering service, faxing service, email, electronic subscription services | Printed newspapers, magazines, etc. |
| 7277 | Cleaning Services | Carpet, costumes, drapes, dry cleaning, laundry, linen service, window washing | Cleaning building exterior (7266), litter retrieval (7270), rentals of uniforms (7406), swimming pools (7338) |
| 7281 | Advertising Publications/Products | Classifieds, internet, radio, newspaper, billboard, | Promotional items (7309), rental of exhibit space (7470) |
| 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, post box rental, 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) |

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| Code | Name | Description | Does not Include |
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| 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; consumables for lab | Medical supplies (7312), printed stationery (7273), promotional items (7309). |
| 7303 | Subscriptions, Periodicals (Print only) | e-book, journals, newspaper subscriptions, periodicals | Books (7382), electronic subscriptions services (7276), textbooks (7383) |
| 7304 | Fuels, Lubricants - other | Antifreeze, degreaser, grease, oil | |
| 7309 | Promotional Items | Items that are giveaways includes marketing items | Office supplies, advertising Cannot be purchased on a state account |
| 7310 | Chemicals & Gases | Object code is for purchasing use only | |
| 7312 | Medical Supplies | Ace Bandages;Anesthetic;Bandages; Blood (human);Blood Plasma (human); Catheters;Drugs (prescription); First Aid Kit;Gauze;Gloves (surgical); Gowns (surgical);Kits (first aid); Medical Supplies;Needles (hypodermic); Needles (syringe);Ointment; Prescriptions;Rubbing Alcohol; Surgery Gowns;Surgical Gloves;Surgical Masks; Surgical Tape;Sutures;Syringes; | Medical supplies for Crime Victims (7236); Medical supplies for Worker's Compensation (7231); Medical supplies for Worker's Compensation self-insured (7232); Parts for medical equipment |
| 7328 | Farm, Ranch, Nursery Hardware | Animal feed, animal supplies, block salt, feed, nails, halters, fertilizer, paint, potting soil, screws, seed tags, meds for animals, vet services | |

Object Codes for Procurement Cards

| 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 \$5,000 and expensed | |
| 7338 | Swimming Pools | Indoor/outdoor - Athletic Fields (including bleachers) - Maintenance and Repair - expensed Basketball Courts - Maintenance and Repair - expensed Driveways - Maintenance and Repair - expensed Fence (maintenance or repair) | Rec Sports Only |
| 7367 | Equipment Maintenance & Repair | Animal equipment, furnishing, heavy equipment, office equipment, piano tuning, repair of signs | 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 less than \$5,000 but must be tracked. The following items must be controlled: handguns, rifles, stereo systems (>\$500), cameras (>500), TVs (>\$500) | Does not include furnishing & equipment not controlled (7334), computer equipment (7377, 7378, 7379). |

Object Codes for Procurement Cards

| Code | Name | Description | Does not Include |
|------|---|---|---|
| 7377 | Computer Equipment (< \$5,000) | Includes mouse, docking stations, flash drive, iPads, keyboard, laser printer, computers, servers, surge protectors | Does not include computer equipment controlled (7378), capitalized (7379) expensed (7335) |
| 7378 | Computer Equipment Controlled | Items that are less than \$5,000 but are controlled. Include data projectors, desktop CPUs, laptops | Does not include computer equipment not controlled (7377), capitalized (7379, computer parts (7335) |
| 7379 | Computer Equipment - Capitalized | Object code if for IT & purchasing use only. Cost is >\$5,000 and a useful life of more than one year; Computer Equipment (purchase) - Computer Hardware (purchase); Computer Monitor; Laser Printer | |
| 7380 | Computer Software - Expensed | Object code for purchasing and IT use only. Items <\$100,000 or have an estimated useful life of one year or less Apps for electronic tablets / iPads Apps for phones Computer Site License Computer Software (purchase - expensed) Computer Software License Fees -- Expensed Electronic Mail Software Kits (software) License Fee (software) -- expensed annually | |
| 7382 | Books & Reference Materials - Expensed | Items are <\$5,000. Includes books, DVD, film, maps, sheet music, video tapes | Does not include books & reference materials capitalized (7389) |
| 7389 | Books and Reference Materials - Capitalized | Books and reference materials; regardless if used for a professional, academic or research library, where ≥\$5000 and has an estimated useful life of more than one year. | Books and reference materials -- not capitalized (7382) Computer software manuals (7382) |
| 7393 | Merchandise Purchased for Resale | Merchandise purchased for resale, e.g., paper, meat, food | |
| 7406 | Rental of Furnishings & Equipment | Includes copy machines, equipment, medical equipment, rental of furnishings | |
| 7503 | Telecommunications (Long Distance) | To record payment for long distance telephone charges | |

Object Codes for Procurement Cards

| Code | Name | Description | Does not Include |
|-------------|-------------------------------------|--|--------------------------|
| 7504 | Telecommunications - Monthly Charge | Includes telephone monthly charges & also cell phones | |
| 7510 | Telecommunications Equipment | Items <\$5,000 and supplies for telecommunication equipment including Bluetooth headphones, telephone cords, telephone shoulder rest | |
| 7526 | Waste Disposal | Includes grease traps, shredding, trash, utilities (waste disposal). | Hazardous waste disposal |