

**Union College**

## Object Code - Abbreviated List

**This is an abbreviated list of object codes as of July 1, 2006.**  
**For the most updated list with descriptions & examples, please go to [www.union.edu/purchasing/objectcodes](http://www.union.edu/purchasing/objectcodes)**

**Note:**

- Some object codes are listed under multiple headings to help facilitate an easier location of codes.
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**Office Equipment & Supplies**

8410 Office Supplies  
 8519 Paper (copier, printer, fax)

**Instructional Supplies**

8475 Books & Subscriptions (magazine, online, etc.)  
 8413 Chemicals & Gases  
 8411 Classroom & Laboratory Supplies & Services  
 8670 (C) Classroom & Laboratory Equipment  
 8533 Fieldtrips & Group Excursions  
 8624 (C) Library Contents  
 8554 Organization Memberships & Dues  
 8515 Photographic Supplies & Services  
 8583 Program & Course Development  
 8568 Repair & Maintenance Contracts  
 8566 Repair Service  
 8584 Stipend & Honorarium  
 8423 Promotion & Recognition (apparel, gifts, flowers)

**Professional Services**

8541 Consultant & Professional Services  
 8542 Temporary Personnel Services

**Audio Visual**

8621 (C) Electronics & Audio/Visual Equipment  
 8416 Media Services Charge-Out

**Computer / IT**

8553 Computer & Internet Subscriptions (institutional subscriptions)  
 8655 (C) Computer & Related Technology Equipment  
 8418 Computer & Related Technology Supplies  
 8569 Computer & Software Maintenance Contracts  
 8567 Computer Repair  
 8551 Computer Training & Conferences (computer related training only)  
 8695 (C) Infrastructure & Cabling Projects (major projects)  
 8547 Internet, Cable, Satellite Television Access  
 8417 Software & Licenses

**Copy, Print, & Paper**

8514 Copy Center Charge-Out  
 8516 Copying & Printing (External)  
 8517 Graphic Design (External)  
 8519 Paper (copier, printer, fax)

**Mailing**

8426 Freight & Shipping (3rd party, e.g. Yellow Freight)  
 8428 Mailing Services (e.g. mail houses)  
 8412 Postage, US Postal Service  
 8421 Small Parcel Delivery (e.g. FedEx, DHL, UPS, courier)

**Equipment**

8639 (C) Appliances (e.g. refrigerators, ranges/ovens, food service)  
 8670 (C) Classroom & Laboratory Equipment  
 8655 (C) Computer Equipment & Technology  
 8621 (C) Electronics & Audio/Visual Equipment  
 8660 (C) Industrial Equipment (e.g. Facilities, Janitorial, Print & Mail)  
 8605 (C) Vehicles  
 8522 Equipment Rental (generators, golf carts, machines)

**Furniture & Furnishings**

8639 (C) Appliances (e.g. refrigerators, ranges/ovens, food service)  
 8614 (C) Furniture, Classroom & Laboratory  
 8616 (C) Furniture, Common (e.g. lounge) & Household  
 8610 (C) Furniture, Office  
 8618 (C) Furniture, Residence Hall Rooms

**Leases, Permits, & Contracts**

8523 Lease Agreements  
 8537 Licenses, Fees & Permits  
 8568 Repair & Maintenance Contracts

**Travel**

8561 Lodging  
 8563 Meals & Catering (External)  
 8565 Transportation (car rental, airfare, rail, personal mileage, taxi, fuel)  
 8506 Telephone - Personal Reimbursements  
 8551 Computer Training & Conferences (computer related training only)  
 8552 Conference & Training Expense  
 8533 Fieldtrips & Group Excursions

**Food & Dining**

8546 Dining Services Charge-Out  
 8563 Meals & Catering (External)  
 8432 Beverages & Groceries  
 8450 Kitchen & Dining Supplies (flatware, utensils, dishware, etc.)  
 8437 Alcoholic Beverages

**Event Planning & Communication**

8518 Advertising & Marketing (e.g. newspaper ads, program ads)  
 8520 Entertainers & Performers  
 8522 Equipment Rental (generators, golf carts, machines)  
 8521 Event Supplies & Decorations  
 8533 Fieldtrips & Group Excursions  
 8423 Promotion & Recognition (apparel, merchandise, gifts, flowers)  
 8524 Room Rental & Site Fees

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**Safety & Security**

8424 Medical Supplies  
8470 Safety & Security Systems & Equipment  
8582 Security Dept Charges (Internal or External)

**Telecommunications**

8506 Telephone - Personal Reimbursements  
8508 Telephone - Mobile College Charge-Out  
8510 Telephone - Line & Local College Charge-Out  
8512 Telephone - Long Distance College Charge-Out

**Athletics**

8425 Uniforms  
8531 Athletic Officials  
8422 Athletic Supplies  
8532 Home Game Expense  
8548 Recruiting Expense

**Merchandising**

8420 Merchandise for Resale  
8599 Shrinkage Expense

**Human Resources**

8549 Moving Expenses - Employees  
8548 Recruiting Expense  
8536 Insurance  
8535 Security Background Checks  
8560 Tuition Remission  
8425 Uniforms  
8423 Promotion & Recognition (apparel, gifts, flowers)  
8580 Scholarship - Employees  
8542 Temporary Personnel Services

**Cleaning Services & Supply**

8460 Cleaning Supplies  
8534 Cleaning Services, External

**Building Services**

8562 Facilities Charge-Out  
8471 Hazardous Waste Removal  
8575 Pest Control  
8571 Recycling  
8573 Refuse Removal  
8566 Repair Service  
8574 Storage & Warehousing

**Building Equipment & Supplies**

8474 Building supplies (glass, shelving, bulbs)  
8456 Electrical Supplies  
8468 General Tools & Hardware  
8472 Grounds Supplies  
8451 Heating & Cooling Supplies  
8459 Lock/hardware Supplies  
8454 Painting Supplies  
8453 Plumbing Supplies  
8458 Structural Supplies  
8466 Water Treatment Supplies  
8545 Property Taxes

**Construction & Trade**

8690 (C) Building Improvements  
8691 (C) Deferred Maintenance  
8695 (C) Infrastructure & Cabling Projects (major projects)

**Energy**

8576 Distribution Expense Heating  
8538 Electric Power  
8464 Heating Oil  
8540 Natural Gas  
8544 Water & Sewer Charges