

Union College

Object Code – Abbreviated List

This is an abbreviated list of object codes as of **April 28, 2011**.

For the most updated list with descriptions and examples, please go to www.union.edu/purchasing and click on Object Codes

Note:

- Some object codes are listed under multiple headings to help facilitate an easier location of codes.
- Certain department-specific object codes (e.g. Finance, Financial Aid) are not included in this listing.
- Codes designated as (C) are Capital Budget codes. All other codes are B-Supplies and Services.

Audio Visual

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

Computer / IT

- 8553 Computer & Internet Subscriptions (institutional subscriptions)
- 8655 Computer & Related Technology Equipment (C)
- 8418 Computer & Related Technology Supplies
- 8569 Computer & Software Maintenance Contracts
- 8567 Computer Repair
- 8551 Computer Training & Conferences (computer related training only)
- 8695 Infrastructure & Cabling Projects (major projects) (C)
- 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)

Equipment

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

Event Planning & Communications

- 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

Furniture & Furnishings

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

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

Instructional Supplies

- 8475 Books & Subscriptions (magazine, online, etc.)
- 8413 Chemicals & Gases
- 8414 Costumes
- 8411 Classroom & Laboratory Supplies
- 8670 Classroom & Laboratory Equipment (C)
- 8533 Fieldtrips & Group Excursions
- 8624 Library Contents (C)
- 8554 Organization Memberships & Dues
- 8515 Photographic Supplies & Services
- 8583 Program & Course Development
- 8568 Repair & Maintenance Contracts
- 8566 Repair Service
- 8584 Stipend & Honorarium (Speakers)
- 8423 Promotion & Recognition (apparel, gifts, flowers)

Leases, Permits, & Contracts

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

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)

Office Equipment and Supplies

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

Professional Services

- 8541 Consultant & Professional Services
- 8641 Architectural/Engineering Fees

Safety & Security

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

Telecommunications

- 8506 Telephone – Special Tracking
- 8510 Telephone - Line & Local College Charge-Out
- 8512 Telephone - Long Distance College Charge-Out

Transfer

- 8800 Transfer Out (move funds to another account (e.g. sponsor speaker)
- 8803 Transfer In (receive funds from another account (e.g. joint sponsored event)

Travel

- 8561 Lodging
- 8563 Meals & Catering (External)
- 8565 Transportation (car rental, airfare, rail, personal mileage, taxi, fuel)
- 8506 Telephone – Special Tracking
- 8551 Computer Training & Conferences (computer related training only)
- 8552 Conference & Training Expense
- 8533 Fieldtrips & Group Excursions
- 8585 Bank Card Fees (International Transaction Fees)

Department Specific Codes**Athletics**

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

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

Building Services

- 8562 Facilities Charge-Out
- 8471 Hazardous Waste Removal
- 8575 Pest Control
- 8571 Recycling
- 8573 Refuse Removal
- 8566 Repair Service
- 8574 Storage & Warehousing
- 8480 Vandalism Expense
- 8572 Vehicle Expenses

Cleaning Services & Supply

- 8460 Cleaning Supplies
- 8534 Cleaning Services, External

Construction & Trade

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

Energy

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

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
- 8579 Post Offer Physical Exams

Merchandising

- 8420 Merchandise for Resale
- 8599 Shrinkage Expense