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
- 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)
- 8614 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

### 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