

Union College

Object Code - Abbreviated List

This is an abbreviated list of object codes as of **March 15, 2019**.

For the most updated list with descriptions & examples, please go to www.union.edu/finance/purchasing/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 & Services.

Athletics		Copy, Print, & Paper		Instructional Supplies	
8422	Athletic Supplies	8514	Copy Center Charge-Out	8411	Classroom & Laboratory Supplies & Services
8425	Uniforms	8516	Copying & Printing (External)	8413	Chemicals & Gases
8531	Athletic Officials	8517	Graphic Design (External)	8414	Costumes
8532	Home Game Expense	8519	Paper (copier, printer, fax)	8423	Promotion & Recognition (apparel, gifts, flowers)
8548	Recruiting Expense			8515	Photographic Supplies & Services
		Energy		8533	Fieldtrips & Group Excursions
Audio Visual		8464	Heating Oil	8554	Organization Memberships & Dues
8416	Media Services Charge-Out	8538	Electric Power	8566	Repair Service
8621	(C) Electronics & Audio/Visual Equipment	8540	Natural Gas	8568	Repair & Maintenance Contracts
		8544	Water & Sewer Charges	8583	Program & Course Development
Building Equipment & Supplies		8576	Distribution Expense Heating	8584	Stipend & Honorarium
8451	Heating & Cooling Supplies			8624	(C) Library Contents
8453	Plumbing Supplies	Equipment		8670	(C) Classroom & Laboratory Equipment
8454	Painting Supplies	8522	Equipment Rental (generators, golf carts, machines)	8475	Books & Subscriptions (magazine, online, etc.)
8456	Electrical Supplies	8605	(C) Vehicles		
8458	Structural Supplies	8621	(C) Electronics & Audio/Visual Equipment	Leases, Permits, & Contracts	
8459	Lock/hardware Supplies	8639	(C) Appliances (e.g. refrigerators, ranges/ovens, food service)	8523	Lease Agreements
8466	Water Treatment Supplies	8655	(C) Computer Equipment & Technology	8537	Licenses, Fees & Permits
8468	General Tools & Hardware	8660	(C) Industrial Equipment (e.g. Facilities, Janitorial, Print & Mail)	8568	Repair & Maintenance Contracts
8472	Grounds Supplies	8670	(C) Classroom & Laboratory Equipment		
8474	Building supplies (glass, shelving, bulbs)			Mailing	
8545	Property Taxes	Event Planning & Communication		8412	Postage, US Postal Service
		8423	Promotion & Recognition (apparel, merchandise, gifts, flowers)	8421	Small Parcel Delivery (e.g. FedEx, DHL, UPS, courier)
Building Services		8518	Advertising & Marketing (e.g. newspaper ads, program ads)	8426	Freight & Shipping (3rd party, e.g. Yellow Freight)
8471	Hazardous Waste Removal	8520	Entertainers & Performers	8428	Mailing Services (e.g. mail houses)
8480	Vandalism Expense	8521	Event Supplies & Decorations		
8562	Facilities Charge-Out	8522	Equipment Rental (generators, golf carts, machines)	Merchandising	
8566	Repair Service	8524	Room Rental & Site Fees	8420	Merchandise for Resale
8571	Recycling	8533	Fieldtrips & Group Excursions	8599	Shrinkage Expense
8572	Vehicle Expenses	8470	Safety & Security Systems & Equipment		
8573	Refuse Removal	8582	Security Dept Charges (Internal or External)	Office Equipment & Supplies	
8574	Storage & Warehousing			8410	Office Supplies
8575	Pest Control	Food & Dining		8519	Paper (copier, printer, fax)
		8432	Beverages & Groceries		
Cleaning Services & Supply		8437	Alcoholic Beverages	Professional Services	
8460	Cleaning Supplies	8450	Kitchen & Dining Supplies (flatware, utensils, dishware, etc.)	8541	Consultant & Professional Services
8534	Cleaning Services, External	8546	Dining Services Charge-Out	8641	Architectural/Engineering Fees
		8563	Meals & Catering (External)		
Computer / IT		Furniture & Furnishings		Telecommunications	
8417	Software & Licenses	8610	(C) Furniture, Office	8506	Telephone - Personal Reimbursements
8418	Computer & Related Technology Supplies	8614	(C) Furniture, Classroom & Laboratory	8508	Telephone - Mobile College Charge-Out
8547	Internet, Cable, Satellite Television Access	8616	(C) Furniture, Common (e.g. lounge) & Household	8509	Telephone - Mobile College
8551	Computer Training & Conferences (computer related training only)	8618	(C) Furniture, Residence Hall Rooms	8510	Telephone - Line & Local College Charge-Out
8553	Computer & Internet Subscriptions (institutional subscriptions)	8639	(C) Appliances (e.g. refrigerators, ranges/ovens, food service)	8512	Telephone - Long Distance College Charge-Out
8567	Computer Repair				
8569	Computer & Software Maintenance Contracts	Human Resources		Travel	
8655	(C) Computer & Related Technology Equipment	8423	Promotion & Recognition (apparel, gifts, flowers)	8506	Telephone - Personal Reimbursements
8695	(C) Infrastructure & Cabling Projects (major projects)	8425	Uniforms	8533	Fieldtrips & Group Excursions
		8535	Security Background Checks	8551	Computer Training & Conferences (computer related training only)
Construction & Trade		8536	Insurance	8552	Conference & Training Expense
8690	(C) Building Improvements	8542	Temporary Personnel Services	8561	Lodging
8691	(C) Deferred Maintenance	8548	Recruiting Expense	8563	Meals & Catering (External)
8695	(C) Infrastructure & Cabling Projects (major projects)	8549	Moving Expenses - Employees	8565	Transportation (car rental, airfare, rail, personal mileage, taxi, fuel)
		8560	Tuition Remission	8585	Bank Card Fees (International Transaction Fees)
		8579	Post Offer Physical Exams		
		8580	Scholarship - Employees		