

SPEND CATEGORY	LEGACY OBJECT CODE
<p><b>Business Cards (SC0293)</b></p> <p><b>Computer Supplies (SC0172)</b></p> <p><b>Copy and Print Paper (SC0174)</b></p> <p><b>Envelopes (SC0294)</b></p> <p><b>Ink/Toner (SC0167)</b></p> <p><b>Letterhead (SC0295)</b></p> <p><b>Mailing Labels (SC0296)</b></p> <p><b>Note Cards (SC0297)</b></p> <p><b>Notepads (SC0298)</b></p> <p><b>Office Products and Supplies (SC0057)</b></p> <p><b>Shipping Materials and Supplies (SC0186)</b></p>	<p>4100 <u>Office Supplies</u>: Sundries used in the operations of an office. Common items are stationery, forms, pens and pencils, file folders, typewriter and printer ribbons, typing elements, print wheels, microfilm, copier or printer toner, paper, etc. Computer software purchased for use in the operations of administrative units should be charged to object 4101.</p>
<p><b>Software Subscriptions and Licenses (SC0020)</b></p>	<p>4101 <u>Office Supplies - Computer Software</u>: Computer software purchased for use in the operations of administrative units.</p> <p>4251 <u>Software/Instruction, Research, Public Service</u>: Computer software purchased for use in the operations of non-administrative units.</p>
<p><b>Fuel and Fuel Additives - Vehicles or Fleet (SC0177)</b></p>	<p>4200 <u>Supplies/Automobiles &amp; Trucks</u>: Gasoline, diesel, oil, and lubrication for automobiles, trucks and trailers. Federal excise taxes paid on diesel or gasoline purchases should be charged to object 4180 or 4190, respectively. (Use object 2400 for autos and trucks in a travel status.)</p>
<p><b>Fuel and Fuel Additives - Farm and Other Equipment (SC0367)</b></p>	<p>4210 <u>Supplies/Nonautomotive Equip</u>: Gasoline, diesel, oil, and lubrication for vehicles other than automobiles, trucks and trailers, as well as for stationary equipment and farm equipment. Federal excise taxes paid on diesel or gasoline purchases should be charged to object 4180 or 4190, respectively.</p>

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<b>Pharmaceutical Supplies and Accessories - Nondrug (SC0368)</b>	4220 <u>Supplies/Medical &amp; Dental</u> : Nondrug items used in medical care and dental care for treatment of sick and injured. Common examples are first aid kits, medical laboratory supplies, veterinary supplies, etc. (Use object 4230 for drugs.)
<b>Medical Drugs (SC0060)</b>	4230 <u>Supplies/Hospital Drugs</u> : Drugs used in patient services.
<b>Food - Human Consumption (SC0061)</b>	4240 <u>Food-Human Consumption</u> : Food for human consumption only (not items purchased for resale).
<b>Audio/Visual Supplies (SC0170)</b> <b>Chemicals and Gas Materials (SC0171)</b> <b>Classroom Materials and Supplies (SC0062)</b> <b>Music Supplies (SC0284)</b> <b>Promotional Supplies (SC0306)</b> <b>Research Supplies - Animals (SC0355)</b> <b>Scientific &amp; Research Supplies and Materials (SC0342)</b> <b>Veterinary Supplies (SC0332)</b>	4250 <u>Supplies/Instruction, Research, Public Service</u> : Supplies used for instruction, research, public service, extension, library, and recreational purposes. Computer software used in the operations of non-administrative units should be charged to object 4251.
<b>Supplies - Other (SC0369)</b>	4260 <u>Supplies/Other</u> : Items not specifically covered in the other <u>Operating Supplies</u> object categories, which are necessary in operations. (Use object 6670 for trophies, plaques, and other noncash awards.)
<b>Bullet Proof Vests (SC0245)</b> <b>Other Law Enforcement/Security Services Supplies (SC0183)</b> <b>Safety Supplies (SC0063)</b>	4261 <u>Supplies/Safety</u>

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<b>Sports and Recreational Supplies (SC0064)</b>	4270 <u>Expendable Athletic Equipment</u> : Equipment that is considered to be a consumable supply, such as pads, uniforms, etc.
<b>Agricultural Animal Feed (SC0065)</b>	4280 <u>Agricultural Animal Feed</u> : For agricultural and demonstration use only.
<b>Agricultural Fertilizers (SC0066)</b>	4290 <u>Agricultural Fertilizers</u> : For agricultural and demonstration use only.
<b>Agricultural Chemicals (SC0067)</b>	4300 <u>Agricultural Chemicals</u> : Herbicides, insecticides, fungicides and other chemicals (except fertilizers). For agricultural and demonstration use only.
<b>Agricultural Seed (SC0068)</b>	4310 <u>Agricultural Seed</u> : For agricultural and demonstration use only.
<b>Apparel (SC0190)</b>	4330 <u>Supplies/Clothing, Uniforms</u>
<b>Licensed Apparel (SC0168)</b>	
<b>Uniforms (SC0069)</b>	
<b>Cleaning Supplies (SC0278)</b>	4340 <u>Supplies/Household</u> : Cleaning solvents, floor waxes, mops, brooms, toilet paper, and other janitorial supplies.
<b>Refreshments - Meeting, Conference, and Convention (SC0070)</b>	4350 <u>Refreshments - Meetings/Conferences/Conventions</u> : Limited to one beverage and snack per morning and afternoon sessions.
<b>Supplies - Vehicle Repair and Maintenance (SC0058)</b>	4420 <u>Repair and Maintenance Supplies – Automobiles and Trucks</u> : Items used in minor repairs of autos, trucks and trailers. Common items are hoses, belts, starters, spark plugs, points, alternators, tires, batteries, cleaning solvents, etc. (For operating supplies such as gasoline, diesel, oil, and lubrication, use object 4200.)

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<b>Supplies - Other Equipment Repair and Maintenance (SC0370)</b>	4430 <u>Repair and Maintenance Supplies – Equipment Other than Autos and Trucks</u> : Items used in minor repairs of equipment, including farm equipment, other than autos, trucks and trailers. (For operating supplies such as gasoline, diesel, oil, and lubrication, use object 4210.)
<b>Electrical Supplies (SC0279)</b> <b>Hand or Power Tools - less than \$1K (SC0280)</b> <b>HVAC and Refrigeration Supplies (SC0180)</b> <b>Lighting Supplies (SC0184)</b> <b>Other MRO Supplies (SC0175)</b> <b>Roofing Supplies (SC0188)</b>	4440 <u>Repair and Maintenance Supplies – Property, Buildings, Grounds, and General Plant</u> : Items used in minor repairs of buildings and land. Examples are paint, plumbing, light bulbs, etc.
<b>Merchandise For Resale (SC0073)</b>	4500 <u>Merchandise for Resale</u> : Purchase of inventory to be kept on hand and subject to requisition by other departments or for resale to students, faculty, staff, and the public.
<b>Damaged/Obsolete Inventory Costs (SC0074)</b>	4550 <u>Damaged/Obsolete Inventory Costs</u>
<b>Inventory Adjustment (SC0075)</b>	4590 <u>Inventory Adjustment</u> : Periodic adjustment (increase/decrease) to reflect actual inventory balance on hand.