

ITEM CATEGORY LOOKUP

AUTHORIZED REQUESTERS AND AUTHORIZED APPROVERS

APPENDIX A



Bowie State University
September 2010

ITEM CATEGORY LIST

Overview

This appendix contains a list of many of the items that you will purchase. The category that you must enter is listed with the item.

Description	Category Code	Account
03-Postage	3210-POSTAGE	3210
03-Rental Stamp Meter	3211-STAMP METER	3211
03-Telephone	3220-TELEPHONE	3220
03-Cell Phone Charge	3230 CELL PHONE	3230
03-Misc Com Charges	3250-MISC COM CHGS	3250
03-Mailing Services	3251-MAILNG SERVCS	3251
04-In State Travel	3311-IN-STATE TRVL	3311
Travel, In-State	TRA	3311
04-Team Travel In-State	3312-TEAM IN-STATE	3312
04-Out of State Travel	3331-OUT-OF-STATE	3331
Travel, Out-State	TRA02	3331
04-Team Travel Out-State	3332-TEAM-OUT-ST	3332
3510 - 07 - #2 FUEL	3510	3510
ELECTRICITY	3560	3560
SEWAGE	3574	3574
07-Purchase Cost/Lease Cost	3610-PURCH/COST	3610
07-Purch/Lease Cost Other	3612-PURCH/LEASE	3612
07-Gas & Oil/Passenger	3620-GAS&OIL PASS	3620
07-Maint & Repair/Passenger	3630-MAINT/REPAIR	3620
08-Advertising	3710-ADVERTISING	3710
08-Print/Reproduction	3715-PRINT/REPROD	3715
08-Printing Forms	3717-PRINTING FORM	3717
08-Rental/Non Equipment	3730-RENTAL/NON EQ	3730
08-Equipment Rental	3734-EQUIP RENTAL	3734
08-Equipment Repair/Maint	3740-EQUIP REPAIR	3740
08-Utility Plant System	3748-UTILITY PLANT	3748
08-Food Services	3750-FOOD SERVICES	3750

Description	Category Code	Account
08-Housekeeping	3770-HOUSEKEEPING	3770
08-Laundry Services	3772-LAUNDRY SERV	3772
08-Consultant Cost	3780-CONSULTANT	3780
08-Other (Non DP)	3790-OTHER NON DP	3790
08-Vehicle Rental	3790-VECHIC RENTAL	3790
08-Temp Employ Services	3792-TEMP EMPLOY	3792
08 Audit Services	3794-AUDIT_SERVICE	3794
08-Trash Removal	3798-TRASH REMOVAL	3798
08-Sewage Disposal	3802-SEWAGE DISPOS	3802
08-Medical Care Services	3804-MED CARE SVCS	3804
08-ARCHITECT FEES	3806-ARCHITECT FEE	3806
08-ENGINEERS	3808 ENGINEERS	3808
08-Adv-Student Recruitment	3812-ADV-STU RECRT	3812
08-Security Services	3814-SECURITY SVCS	3814
08-Speaker/Presenter	3815-SPEAKER	3815
08-Extermination	3818-EXTERMINATION	3818
08-Freight & Delivery	3820-FREIGHT&DELIV	3820
08-Employee Relocation	3822-EMPLOY RELOC	3822
ACADEMIC RESEARCH_DP/WP	3830	3830
DP_MAINT_EQUIP/ACAD	3834	3834
DATA_PREP/ACAD	3836	3836
08-DP Training	3838-DP TRAINING	3838
DP_TRAINING_ACAD	3838	3838
COMPUTER_USE_ACAD	3840	3840
08-DP Maint Equip/ADM	3854-DP MAIN EQUIP	3854
08- Training & Staff Dlvpmnt	3858-DP TRAINING	3858
08-Rental WP Equip/ADM	3862-RENTAL WP EQU	3862
08-DP-ther Contr Services	3870-DP/CONTR SERV	3870
09-Office Supplies	3910-OFFC SUPPLIES	3910
Office Supplies, Instructional	OFC28	3910
09-Build & Household	3915-BUILD/HOUSEHD	3915
09-Agriculture	3918-AGRICULTURE	3918
09-Housekeeping	3920-HOUSEKEEPING	3920
09-Uniforms	3922-UNIFORMS	3922
09-Medical	3930-MEDICAL	3930

Description	Category Code	Account
09-Medicine/Drugs/Chem	3940-MEDICINE/DRUG	3940
09-Instruction Supplies	3950-INSTRUCTION	3950
09-Lib Periodicals-Non BEV	3952-LIB PERIODICA	3952
09-Library Supplies	3954-LIB SUPPLIES	3954
09-Caps & Gowns	3965-CAPS/GOWNS	3965
ACCESSORIES/NON EQUIP	3966	3966
09-Specialty Items	3969-SPECIAL ITEMS	3969
09-Laboratory	3986-LABORATORY	3986
09-Small Tools	3989-SMALL TOOLS	3989
09-Recreational Supplies	3990-RECREAT SUPPL	3990
09-Dining Fac Supplies	3991-DINING SUPPLY	3991
09-Theatrical Supplies	3992-THEATRICAL SU	3992
09-Dup/Printing Supplies	3993-DUP/PRINTING	3993
09-Audio Visual	3994-AUDIO VISUAL	3994
09-ID Cards & Film	3996-ID CARDS/FILM	3996
ACAD_RES_DP_WP_SUPPLIES	4000	4000
09-DP Software	4007-DP SOFTWARE	4007
DP_MAGNETIC_TAPES_ACAD	4008	4008
09-DP Printer Ribbons/Acad	4010-DP PRINTR RIB	4010
DP_PRINTER_RIBBON_ACAD	4010	4010
DP_SUPPLIES_OTHER_ACAD	4040	4040
10-Audio Visual Eqp Camera-R	4110-AUDIO CAMERA	4110
10-Audio Visual/DVD/TV/VCR-R	4110-AUDIO VIS OTH	4110
10-Audio Visual/Projector-R	4110-AUDIO PROJECT	4110
10-Microfilm (Library)	4112-MICROFILM LIB	4112
MICROFILM	4112	4112
10-Educ Equip	4116-EDUCATION EQP	4116
10-Library Books	4120-LIBRARY BOOKS	4120
10-Household Equip	4130-HSHD EQUIP	4130
10-Maint/Bldg Equip	4140-MAIN/BLDG EQ	4140
10-Office Equip	4150-FAX MACH-R	4150
10-Office Equip	4150-FURN OFF-R	4150
10-Office Equip/Desk Access	4150-OFFICE EQUIP	4150
10-Office Equip/Typewriter	4150-TYPEWRITER-R	4150
10-lther Equip MUSIC	4160-OTHER EQ MUS	4160

Description	Category Code	Account
10-Other Eq	4160-TELEPHON EQ-R	4160
10-Other Equip	4160-OTHER EQUIP-R	4160
10-Other Equip ART	4160-OTHER EQ ART	4160
10-Agricultural Equip	4161-AGRICUL EQ-R	4161
10-Dup/Printing Equipment	4162-COPIER EQP-R	4162
10-Dup/Printing Printer	4162-PRINTING EQ-R	4162
10-Recreational Equip	4163-RECREAT EQ-R	4163
10-Medical Equip	4165-MEDICAL EQP-R	4165
10-Laboratory Equip	4166-LAB EQUIP-R	4166
10-Radio/Elec Equip	4168-RADIO/ELEC EQ	4168
DP_EQUIP_ACAD	4210	4210
10-DP Equip/Adm Comp Hard D-R	4211-DP EQ/COMP HD	4211
10-DP Equip/Adm Computer Repl	4211-DP COMPUTER	4211
10-DP Equip/Adm Hand Held-R	4211-DP EQ/COMPHH	4211
10-DP Equip/Adm LAPTOP Repl	4211-DP EQ/LAPTOPS	4211
10-DP Equip/Adm Monitor-Repl	4211-DP EQ/MONITOR	4211
10-DP Equip/Adm Scanner-Repl	4211-DP SCANNERS	4211
10-DP Equip/Adm Servers Repl	4211-DP SERVERS	4211
10-DP Equip/Adm Terminal Repl	4211-DP TERMINAL	4211
10-DP Equip/Adm Comp Hard D-R	4212-DP COMP HD	4212
10-DP Equip/Adm Computer	4212-DP COMPUTER	4212
10-DP Equip/Adm Hand Held-R	4212-DP COMPHH ACA	4212
10-DP Equip/Adm LAPTOP Repl	4212-DP EQ/LAPTOPS	4212
10-DP Equip/Adm Monitor-Repl	4212-DP EQ/MONITOR	4212
10-DP Equip/Adm Scanner-Repl	4212-DP SCANNERS	4212
10-DP Equip/Adm Servers Repl	4212-DP SERVERS	4212
10-DP Equip/Adm Terminal Repl	4212-DP TERMINAL	4212
DP_EQUIP_ACAD_REPL	4212	4212
ACAD_RES_DP_WP_EQUIP_REPL	4220	4220
WP_DP_EQUIP_ACAD_REPL	4222	4222
11-Audio-Visual Camera Add	4310-VIDEO CAMERAS	4310
11-Audio-Visual DVD TV VCR Add	4310-DVD/TV/VCR	4310
11-Audio-Visual Eqp Projector	4310-PROJECTOR	4310
11-Audio-Visual Eqp Tapes Add	4310-TAPES AUDIO	4310
11-Library Periodicals Add	4315-BOOKS TEXTS	4315

Description	Category Code	Account
11-Library Books Misc Add	4318-BOOKS MISC	4319
11-Household Equip Add	4330-BEDS/MATT	4330
11-Maint/Bldg Equip Add	4340-MAIN EQ.ADD	4340
11-Off Eqp Furniture Chair Add	4350-FURNCHAIR-ADD	4350
11-Off Equip Cash Register Add	4350-CASH REGISTER	4350
11-Office Equip Fax Mach Add	4350-FAX EQ/ADD	4350
11-Office Equip Typewriter Add	4350-TYPEWRITER	4350
11-Musical Equip-Add	4360-MUSIC EQUIP	4360
11-Office Equip Art Add	4360-ART EQUIP	4360
11-Other Equipment-ADD	4360-OTHER EQUIP	4360
11-Other Equipment-ADD	4360-TELEPHONE-ADD	4360
11-Agriculture Equip-ADD	4362-LANDSCAPING	4362
11-Duplicating Eqp Copier Add	4363-COPIER EQ-ADD	4363
11-Duplicating Eqp Printer Add	4363-PRINTER-ADD	4363
11-Recreational/Sports Eqp Add	4364-SPORTS EQUIP	4364
11-Human Enviro Equip - ADD	4365-HVAC/EQUIP	4365
11-Medical Equipment-ADD	4366-MEDICAL EQUIP	4366
11-Laboratory Equipment-ADD	4367-LABORATORY EQ	4367
ACAD_RES_DP_WP_EQUIP_ADD	4420	4420
11-DP Equip Computer Add-ACAD	4422-DP COMPUTER	4422
11-DP Equip Hand Helds Add-ACA	4422-DP HAND HELDS	4422
11-DP Equip Hard Drive Add-ACA	4422-DP EQ COMP/HD	4422
11-DP Equip Laptops Add-ACAD	4422-DP LAPTOPS	4422
11-DP Equip Monitors Add-ACAD	4422-DP EQ MONITOR	4422
11-DP Equip Scanner Add-ACAD	4422-DP SCANNERS	4422
11-DP Equip Servers Add-ACAD	4422-DP SERVERS	4422
ACAD_DP_EQUIP_ADD	4422	4422
11-DP Equip Computer Add-ADM	4432-DP COMPUTER	4432
11-DP Equip Hand Helds Add-ADM	4432-DP HAND HELDS	4432
11-DP Equip Hard Drive Add-ADM	4432-DP COMP HD	4432
11-DP Equip Laptops Add-ADM	4432-DP LAPTOPS	4432
11-DP Equip Monitors Add-ADM	4432-DP EQ MONITOR	4432
11-DP Equip Scanner Add-ADM	4432-DP SCANNERS	4432
11-DP Equip Servers Add-ADM	4432-DP SERVERS	4432
11-DP Equip Terminal Add-ADM	4432-DP TERMINAL	4432

Description	Category Code	Account
12-Educ Grants/Stipends	4600-EDUC GRANTS	4600
13-Insurance Coverage	4920-INSUR COVERAG	4920
13-Subscriptions	4940-SUBSCRIPTIONS	4940
13-Assoc. Dues	4946-ASSOC DUES	4946
13-Licenses	4992-LICENSES	4992
14-BLDG Carpet Purchase-ADD	5050-BLDG CARPET	5050
14-BLDG Demolition	5052-BLDG DEMOLITI	5052
14-BLDG Prof Fee Contruction	5054-BLDG PROF FEE	5054
14-BLDG Fixed Equipment	5055-BLDG FIXED EQ	5055
14-BLDG Construction	5056-BLDG CONSTRUC	5056
14-LAND Acquisition	5072-LAND ACQUISIT	5072
14-LAND Improvement	5074-LAND IMPROVRV	5074
14-LAND Utilities Extension	5076-LAND UTILITY	5076
14-LAND Improve non Bldg	5078-LAND IMPROVEM	5078
14-LAND Transfer Renovation	5080-ROAD REPAIR	5080
14-BLDG Repair & Maint	5086-REPAIR/MAINT	5086
14-LAND Ground Maintenance	5087-GROUND MAINT	5087
14-BLDG Other	5088-BUILDINGS OTH	5088