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# Frequently Used Account Codes

This training guide will assist you with standard account codes used within TechBuy. Please see the following list of equipment and services and match what best fits the product. This is not a comprehensive list of all account codes but includes the most frequently used ones for acquiring goods and services.

## Frequently Used Account Codes for Equipment

Purchase less than \$500.00	Use Account Code	Purchase greater than \$500.00 but less than \$5,000.00	Use Account Code	Purchase greater than \$5,000.00	Use Account Code
Apple Care Maint. Computer Equip.	7F0021	Apple Care Maint. Computer Equip.	7F0021	Apple Care Maint. Computer Equip.	7F0021
Art/Collectibles Museum Pieces	7J0100	Art/Collectibles Museum Pieces	7J0100	Art/Collectibles Museum Pieces	7J0100
Audio Visual Equipment	7C0131	Audio Visual Equipment	7C0190	Audio Visual Equipment	7J0020
Boats	7C0132	Boats	7C0132	Boats	7J0010
Books (Collection less than \$5,000)	7C0220	Books (Collection less than \$5,000)	7C0220	Books (Collection less than \$5,000)	7J0080
Cage Rack	7C0131	Cage Rack	7C0190	Cage Rack	7J0020
Video Cameras/TV/Displays/Cameras	7C0131	Video Cameras/TV/Displays/Cameras	7C0190	Video Cameras/TV/Displays/Cameras	7J0020
Chromatograph	7C0131	Chromatograph	7C0190	Chromatograph	7J0020
Computer Cases	7C0131	Computer Cases	7C0131	Computer Cases	7J0030
Computer/Laptops/iPad/Tablets	7C0181	Computer/Laptops/iPad/Tablets	7C0200	Computer/Laptops/iPad/Tablets	7J0030
Drones	7C0137	Drones	7C0191	Drones	7J0021
Fabricated Equipment	7C0135	Fabricated Equipment	7C0135	Fabricated Equipment	7J0060
Freezers/Refrigerators	7C0133	Freezers/Refrigerators	7C0133	Freezers/Refrigerators	7J0020
Furnaces and Heaters Laboratory	7C0131	Furnaces and Heaters Laboratory	7C0131	Furnaces and Heaters Laboratory	7J0020
Golf Carts	7C0132	Golf Carts	7C0132	Golf Carts	7J0010
Golf Cart Street Legal	7C0132	Golf Cart Street Legal	7C0132	Golf Cart Street Legal	7J0010
Google Glass/Oculus Rift/VRs	7C0132	Google Glass/Oculus Rift/VRs	7C0190	Google Glass/Oculus Rift/VRs	7J0020
Guns/Rifles	7C0190	Guns/Rifles	7C0190	Guns/Rifles	7J0020
Gym Equipment	7C0132	Gym Equipment	7C0132	Gym Equipment	7J0020
Gym Equipment-Lab	7C0131	Gym Equipment-Lab	7C0131	Gym Equipment-Lab	7J0020
Incubator	7C0131	Incubator	7C0131	Incubator	7J0020
Keyboard/mouse/adaptor/cords	7C0181	Keyboard/mouse/adaptor/cords	7C0181	Computer Cases	7J0030
Lab Equipment	7C0131	Lab Equipment	7C0131	Lab Equipment	7J0020
Media Site Recorder	7C0181	Media Site Recorder	7C0181	Media Site Recorder	7J0030
Microscopes	7C0131	Microscopes	7C0131	Microscopes	7J0020
Monitors	7C0181	Monitors	7C0181	Computer Cases	7J0030
Oscilloscopes	7C0131	Oscilloscopes	7C0131	Oscilloscopes	7J0020
Ovens Lab	7C0131	Ovens Lab	7C0131	Ovens Lab	7J0020
Passenger Cars	7C0132	Passenger Cars	7C0132	Passenger Cars	7J0001
Piano/Band Instruments	7C0132	Piano/Band Instruments	7C0132	Piano/Band Instruments	7J0020
Pickup Trucks/Passenger Vans	7C0132	Pickup Trucks/Passenger Vans	7C0132	Pickup Trucks/Passenger Vans	7J0010
Printers	7C0181	Printers	7C0181	Printers	7J0030
Projectors	7C0181	Projectors	7C0190	Projectors	7J0020
Ranges Stove Tops and Ovens	7C0133	Ranges Stove Tops and Ovens	7C0133	Ranges Stove Tops and Ovens	7J0020
Refrigerators for Labs	7C0131	Refrigerators for Labs	7C0131	Refrigerators for Labs	7J0020
Scanner	7C0181	Scanner	7C0181	Scanner	7J0030
Servers	7C0181	Servers	7C0181	Servers	7J0030
Software Leasing	7G0035	Software Leasing	7G0035	Software Leasing	7G0035
Software Less Than \$100,000	7C0211	Software Less Than \$100,000	7C0211	Software Greater Than \$100,000	7J0050
Software Training	7N0013	Software Training	7N0013	Software Training	7N0013
Telephone Equipment	7C0240	Telephone Equipment	7C0240	Telephone Equipment	7J0020
Telescopes	7C0131	Telescopes	7C0131	Telescopes	7J0020
Tractor/Trailer/Motor Homes	7C0132	Tractor/Trailer/Motor Homes	7C0132	Tractor/Trailer/Motor Homes	7J0010
Vacuum/Fume Hoods/Centrifuge	7C0131	Vacuum/Fume Hoods/Centrifuge	7C0131	Vacuum/Fume Hoods/Centrifuge	7J0020
Warranties for Equipment	7F0051	Warranties for Equipment	7F0051	Warranties for Equipment	7F0051

## Frequently Used Account Codes for Services

Purchasing	Use Account Code	Purchasing	Use Account Code
Accounting Services	7A0030	Microfilm	7H0026
Advertising – Personnel	7N3030	Moving Services (Employee)	7N0001
Advertising for Positions	7N3030	Moving Services (Departmental)	7N3041
Advertising in Magazine/Journal	7N3031	Notary Application Fee	7N0045
Advertising in Media	7N3031	Nutritionists (Licensed)	7A0080
Alterations	7N3050	Officiating Athletic Event	7N6004
Answering Services	7D0001	Pathology Services	7A0050
Appraisal Services (Licensed)	7A0080	Photography	7N3050
Audiology Services	7A0050	Physical Therapists	7A0050
Audit Services	7A0030	Postage & Postal Services	7C0001
Background Checks	7N0090	Preventive Maintenance for Vehicles	7F0055
Bookbinding	7H0026	Printing of Articles/Books Programs	7H0001
Bottled Water Delivery	7N4006	Printing of Blueprints	7H0026
Bottled Water Services	7N4006	Printing of Business Cards	7H0026
Cell and Smart Phone Services	7D0031	Printing of Tickets	7H0026
Chef Services	7N3050	Promotional Items (customization)	7N3050
Collection Agency Fees	7N6005	Recitals	7A0070
Colloquiums	7A0070	Records Conversion	7H0026
Computer Programming	7A0110	Recruiting Event Services	7N4009
Conference Event Services	7N4002	Reference Materials - Part of Registration Fees	7N0013
Copy (Color or B/W) Services	7H0026	Registration Fees for Conferences	7N0013
Counselors (Licensed)	7A0080	Registration Fees for Prospective Employees	7N0014
Custodial Services	7N3021	Registration Fees for Prospective Employees (Grant Funds)	7B0901, 7B1907, 7B2901
Data Processing	7A0120	Repair of Computer Equipment	7F0021
Demurrage	7N0045	Repair of Computer Software	7F0021
Departmental Event Services	7N4003	Repair of Fiber Optics Systems	7F0060
Dieticians (Licensed)	7A0080	Repair of Infrastructure	7F0060
Distinguished Artists	7A0070	Repair of Maintenance Equipment	7F0051
Drug Testing	7A0050	Repair of Office Equipment	7F0051
Dry Cleaning	7N3020	Repair of Radio Towers	7F0060
Engineering Services (Licensed)	7A0090	Repair of Research Equipment	7F0051
Engraving	7N3050	Repair Work on Vehicles	7F0055
Exterminators	7N3050	Replacement of Brakes	7F0055
Flowers to Individuals	7N6022	Reprints	7H0026
Framing	7N3050	Retirement Event Services	7N4001
Freight Delivery**	7N3040	Security Guards	7N3050
Freight/Delivery Only	7N3040	Seminar Presentations	7A0070
Guest Lecturers	7A0070	Shredding Services	7D0150
Hazardous Waste Disposal	7N3000	Sponsoring a Table	7N4005
Imaging Services	7H0026	Subscriptions (not permanent)	7C0040
Insurance Deductibles	7N0025	Surveying Services (Licensed)	7A0080
Insurance Premiums	7N0025	Temp Employment Agency Services	7N3010
Interpreters	7N3050	Temporary Staff Services	7N3010
Lab Analysis	7N3051	Testing Services	7N3051
Lamination	7H0026	Tire Rotations	7F0055
Late Payment Fees	7N0045	Training Expenses - Nonemployees	7N2020
Legal Services	7A0040	Training On Campus for Employees	7A0021
Long Distance Phone Charges	7D0010	Veterinarian Services	7A0060
Meals/Lodging - Part of Registration Fees	7N0013	Waste Disposal	7D0151
Mediation Services (Licensed)	7A0080	Water Softening Services	7D0141
Medical Treatments	7A0050	Web Design	7A0110
Membership Dues - Professional	7N1000	Web Hosting	7A0110
Microfiche	7H0026		

**\*\*Freight should be coded the same code as the commodity on the purchase**

Purchasing Less Than \$100,000	Use Account Code	Purchasing Greater Than \$100,000	Use Account Code
Architectural Services	7A0090	Architectural Services	7J0113
Engineering Services	7A0090	Engineering Services	7J0113
Install "Like-Type" Carpet/Tile	7F1010	Install "Like-Type" Carpet/Tile	7J0146
Install "Like-Type" Carpet/Tile in a Leased Building	7F1040	Install "Like-Type" Carpet/Tile in a Leased Building	7J0170
Install "Like-Type" Draperies/Blinds	7F1010	Install "Like-Type" Draperies/Blinds	7J0146
Install "Like-Type" Draperies/Blinds in a Leased Building	7F1040	Install "Like-Type" Draperies/Blinds in a Leased Building	7J0170
		Landscaping	7J0112
"Like-Type" Painting Services on University Building	7F1010	"Like-Type" Painting Services on University Building	7J0146
"Like-Type" Painting Services on Leased Building	7F1040	"Like-Type" Painting Services on Leased Building	7J0170
Park Maintenance	7F1030	Park Maintenance	7J0114
Repairs to Water Wells	7F1030	Repairs to Water Wells	7J0114
Repair work to a building (not to improve)	7F1010	Repair work to a building (not to improve)	7J0146
Repair Work to a Leased Building (not to improve)	7F1040	Repair Work to a Leased Building (not to improve)	7J0170
Roof Repair Work "Like-Type"	7F1010	Roof Repair Work "Like-Type"	7J0114
Tree Surgery	7F1030	Tree Surgery	7J0114