# Procurement Card Expense Type Options

1. **Supplies - Consumables**
   - 4010 Supplies - Office General
   - 4011 Supplies - Paper Goods & Janitorial
   - 4012 Supplies - Education
   - 4013 Supplies - Research
   - 4014 Supplies - Other
   - 4016 Supplies - Storeroom
   - 4020 Supplies - Computer Consumables
   - 4025 Subscriptions, Periodicals
   - 4030 Fuels And Lubricants - Other
   - 4036 Fuel - Propane
   - 4039 Supplies - Gases
   - 4045 Supplies - Medical
   - 4055 Supplies - Farm, Ranch & Nursery
   - 4056 Fertilizer **
   - 4057 Supplies - Packing
   - 4058 Pesticides **
   - 4060 Supplies - Roads & Highways
   - 4065 Parts - Motor Vehicles
   - 4066 Parts - Machinery And Equipment
   - 4067 Parts - Marine Equipment
   - 4068 Parts - Tractors
   - 4070 Plants (LANDSCAPING USE)
   - 4075 Supplies - Shop And Industrial
   - 4076 Supplies - Building
   - 4077 Supplies - Landscaping
   - 4080 Fabrics And Linens
   - 4090 Supplies - Computer Parts

2. **Food**
   - 4050 Food Purchases (Rsrch, Smnrs, Tchg)
   - 4051 Food Purchases (Research Only)
   - 6338 Food - Catering Services
   - 6339 Food - Purchases(Not Business Meals)
   - 6340 Food - Business Meals
   - 6341 Food - Alcohol Purchases - Approved Accts **

3. **Other Expense**
   - 2110 Sales Tax Payable
   - 5211 Membership Dues-Professional Org. *
   - 5212 Membership Dues-Country Club/Civic *
   - 5213 Membership Dues/Fees - Other *
   - 5215 Employee Training - Regis. Fees
   - 5220 Insurance Premiums
   - 5230 Employee License/Cert & Fees-Other
   - 5231 Service Charges
   - 5232 Credit Card Collection Expense
   - 5233 Fees - Demurrage
   - 5236 Athletic/Performing Arts Tickets
   - 5240 Employee Awards
   - 5241 Non-Employee Gifts
   - 5242 Promotional Purchases (Authorized)
   - 5245 Visa Processing Fee
   - 5310 Filing Fees - Documents
   - 6010 Grants - Senior Colleges And Univ

4. **Other Professional Services**
   - 4040 Supplies - Chemicals & Gases **
   - 4043 Subscriptions - Professional
   - 4044 Supplies - Medical
   - 4045 Supplies - Medical
   - 4046 Supplies - Farm, Ranch & Nursery
   - 4047 Supplies - Packing
   - 4048 Pesticides **

5. **Services**
   - 5425 Medical Services
   - 5430 Veterinary Services **
   - 5434 Lecturers - Travel Exp W/Receipts
   - 5435 Lecturers - Higher Education
   - 5436 Lecturers - Higher Education
   - 5453 Other Professional Services
   - 5455 Prof'l Svcs-Subcontr/Contr>$25,000
   - 5460 Prof'l Svcs W/ Receipts (Not 1099)

6. **Rent/rental**
   - 5810 Rental Of Tools And Equipment
   - 5811 Rental Of Office Equipment
   - 5813 Rental Of Containers
   - 5820 Rental Of Computer Equipment
   - 5825 Rental Of Copying Machines
   - 5830 Rental Of Computer Software
   - 5835 Rental Of Reference Material
   - 5840 Rental Of Motor Vehicles
   - 5842 Rental Of Hotel Room/Conf Facility **
   - 5860 Rent Office Bldg/Space Offsite
   - 5864 Rent Other Space Onsite
   - 5865 Rent Service Bldg Offsite
   - 5866-Rent Exhibit Space Onsite
   - 5869 Rent Storage Space Offsite
   - 5870 Rent Other Space Offsite #**
   - 5871 Rent Exhibit Space Offsite

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* approval form needed
** approval email needed
# only special circumstances
should not be used - call x1736
<table>
<thead>
<tr>
<th>Category</th>
<th>Item Description</th>
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<tbody>
<tr>
<td><strong>7. Repair &amp; Maintenance</strong></td>
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<tr>
<td>5510 M&amp;R - Marine Equipment</td>
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<td>5511 M&amp;R - Motor Vehicles</td>
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<td>5512 M&amp;R - Machinery And Equipment</td>
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<td>5513 M&amp;R - Medical Equipment</td>
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<td><strong>8. Participant Costs</strong></td>
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<td>6365 Participant Costs - Conf &amp; Short Cs</td>
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<td>6366 Participant Costs - Tuition</td>
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<td>6367 Participant Costs - Fees</td>
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<td>6368 Participant Costs - Books</td>
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<td>6369 Participant Costs - Materials</td>
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<td>6373 Participant Costs - Direct bill</td>
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<td>6374 Participant Costs - Other</td>
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<td><strong>9. Telecommunications/Utilities</strong></td>
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<tr>
<td>5010 Electricity</td>
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<td>5015 Natural And Liquified Petroleum Gas</td>
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<td>5020 Water</td>
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<td>5023 Storm Drainage</td>
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<td>5025 Other Utilities</td>
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<td>5030 Solid Waste Disposal</td>
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<td><strong>Notes:</strong></td>
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Flowers/Plants for bereavement/congrats/etc - Local other -6335  
Except for athletics

Toner for printers - Computer consumables - 4020

Business Cards/printing of flyers/etc. - Reproduction, Scan, Imaging - 5616