

Western Marketplace - eProcurement Small & Attractive or Fixed Assets Account Codes Quick Reference Sheet

Need assistance with Account codes? Call Diane Hack, Acctg Svcs (x3040) or see the website link at: [Accounting or "E" Codes](#)

Small and attractive items, \$0 - \$4,999, use the following codes:

Commodity Code	Description	Account Code	
		If single item cost is under \$1,000	If single item cost is \$1,000 - \$4,999
20400	Laptops, Notebook Computers, Tablets & Smart Phones	E407	E409
65500	Cameras, Still Picture (Digital cameras)	E404	E408
84000	Cameras, Motion Picture, (Video Cameras) & Photographic Projection Equipment (Projectors)	E404	E408

Fixed assets, \$5,000 or above, use the following codes:

Commodity Code	Description	Account Code
		If single item cost is \$5,000 or above
20400	Computer Hardware & Peripherals (Desktops, laptops, tablets, monitors, printers)	E412
20600	Computer Hardware & Peripherals for network & enterprise servers	E412
20900	Software for Networked/Enterprise Servers – One Million Dollars and above only	E413
Varies	Any other type of Equipment or system making up one single item \$5,000 & above.	E414
42000 or 42500	Furnishings over \$5,000	E415

Restricted items regardless of the cost use the following codes:

Commodity Code	Description	Account Code
68000	Weapons, Misc. (Signal Guns, etc.)	E408
68000	Chemical Weapons & Equipment	E408
68000	Firearms & Accessories	E408

COMMODITY CODE LIST

Commodity codes are used to identify items requiring tagging by Inventory Control and assist in routing non-catalog orders to the correct person. Call Purchasing x 3340 for help.

Commodity Code	Description
03752	Novelties and Advertising Specialty Products (promotional items)
04500	Appliances & Non-Commercial Equipment (lounge, break room)
05000	Art Equipment and Supplies
07000	Automotive including Vehicles, Shop Equipment & Supplies
11501	Chemicals, Lab Shannon Pt Marine Center
20400	Computer Hardware & Peripherals (desktops, laptops, tablets , Monitors, Printers) including maintenance agreements for Hardware
20600	Computer Hardware & Peripherals for Network and Enterprise Servers
20700	Computer Accessories & Supplies
20800	Computer Software for office computers . Includes license, support & maintenance agreements for software
20900	Computer Software for networked & Enterprise Servers . Includes license & maintenance agreements
26900	Drugs, Vaccines & Pharmaceuticals
28500	Electrical Equipment and Supplies
31000	Envelopes, Plain or Printed
42000	Furniture: Dormitory, Library, Lounges, Classroom
42500	Furniture: Office
44500	Hand Tools (Powered and Non-Powered) Accessories and Supplies
45000	Hardware and related items
46500	Medical Inst, Equipment & Supplies
48500	Janitorial Supplies - General
49000	Laboratory Equipment & Accessories for general analytical & research use
60000	Office Machines, Equipment & Accessories
61500	Office Supplies – General
64500	Paper (For Office, Lab and Print Shop Use)
65500	Photographic Equipment & Supplies (still, digital cameras , lenses, cases)
68000	Police Equipment & Supplies including weapons and ammunition
72500	Telephone & Telecommunication Equip, Accessories & Supplies includes Radios
78500	School Equipment & Instructional Supplies, (could include whiteboards, classroom & items such as pre-printed instructional aids)
80500	Sporting Goods, Athletic Equipment & Athletic Facility Equipment
84000	TV Equipment & Accessories (projectors, video cameras & DVD players)
91000	Public Utilities: Water Sewer and Gas including Water, Sewer, Gas, Maintenance and Repair
91027	Garbage/Trash Removal, Disposal and or Treatment
91571	Newspaper and Other Publication Advertising

Commodity Code	Description
91800	Consulting Services
96286	Shipping & Other Freight Costs (for capital assets include shipping, freight, taxes, coded to E41X code).