

Commonly Used Account Codes

For the Physics Department, the majority of our orders fall under one of these codes:

55016 - Lab Instruments and Supplies (Thorlabs, Digi-Key, Fisher, etc.)

55030 - General Office Supplies (Office Depot, Give Something Back)

55042 - Small Tools & Miscellaneous Hardware (McMaster-Carr, MSC, Grainger, etc.)

54231 - Fabrication Accounts (this is the ONLY account code to use for all fab orders)

54210 - Equipment

55101 - Computer Supplies (CDW-G, NewEgg, etc.)

55201 - Equipment-Computer<\$200

55211 - Equipment-Computer=>\$200<\$1500

55221 - Equipment-Computer=>\$1500<\$5K

56020 - Software Licenses

56230 - Equipment Repair

56729 - Supplier-Provided Services

56410 - Printing (use for Copy Central, etc.; also works for article publication charges)

57352 – Memberships: Federal Funds

57353 – Memberships: Non-Federal Funds

Other Codes

Lab Supplies

55010 - Inorganic Chemicals

55011 – Organic Chemicals

55012 – Radioactive Chemicals

55013 – Restriction Enzymes

55014 – Dry Ice

55015 – Lab Glass

55017 – Lab Animals Purchases

55018 – Fertilizers & Pesticides

55022 – Medical Supplies

55060 – Lab Animals Feed

General Supplies

55031 – Paper General

55040 – General Supplies

55041- Photographic/Video Supplies

55043 – Security Supplies

55044 – Uniforms and Apparel

55045 – Course Materials

55046 – Janitorial Materials

55053 – Dry Food & Bev

Comp Serv & Software

56010 – Computer Maintenance

56011- Recharge – IT/Voice/Data

56012 – Cmptng/DP Svcs-Nonrecharge

56021 – Software Licenses, Maint

56022 – Non-Inv Software <\$200

56023 – Software=>\$200<\$1,500

56024 – Software=>\$1,500<\$5K

Communication/Mailing

56110 – Mailing Services/Postages

56111 – Express Delivery Service

56510 – Freight

56130 – Telephone Services

56190 – Misc Communication Svcs

Maint Contracts & Service

56210 – Building Maintenance

56220 – Vehicle Repair

56290 – Other Repairs/Maintenance

56430 – Multimedia Service

56638 – Cleaning Services

56720 – Consultant Fees

56726 – Honoraria

56728 – Counseling Fees

Travel & Transportation

56520 – Parking

56530 – Transportation

57215 – Domestic Travel Fees

57223 – Foreign Travel Fees

Participants & Stipend

56710 – Patients or Human

56711 – Participant - Other

56712 – Participant - Stipends

56713 – Participant - Materials

56714 – Participant - Travel

56715 – Participant - Airfare

56721 – Vstng Schlr Stipend

Award Conference Meetings

57001 – Employee Training

57003 – Conference Reg

57004 – Meeting Technical

57005 – Meeting Non- Tech

57006 – Social Activities

57007 – Employee Morale

57350 – Non-Student Award

57450 – Student Appreciation

57455 – Research Awards

Computer & Equipment

54110 – Equip Computer =>\$5K
55302 – Ofc Furniture<\$200
55312 – Office Furniture=>\$200<\$1,500
55322 – Office Furniture=>\$1,500<\$5K
54212 - Office Furniture/Equip=>\$5K
55303 – Sporting Goods<\$200
55313 – Sporting Goods>\$200<\$1,500
55323 – Sport Goods=>\$1,500<\$5K
54216 – Sporting Goods/Equip=>\$5K
55309 – Equip-Oth Non-Comp<\$200
55319 – Non-Com=>\$200<\$1,500
55329 – Equip-Other=> \$1,500<\$5K
55399 – Other<\$1,500

Rent & Utilities

56311 – Conf/Event Facil Rent-Off
56312 – Non-Conf/Facil Rent-Off
56320 – Rental of Computer Equip
56330 – Rental of Equipment – Other
56340 – Electricity
56341 - Water & Sewer
56342 – Natural Gas
56349 – Other Utility

Publications & Media

56411 – Photocopy
56420 – Library Materials
56422 – Jrnl/subscriptns: Fed Chrgbl
56423 - Jrnl/subscriptns: Fed Unchrg
56610 – Advertising: Fed
56611 – Advertising: Non-Fed

Insurance & Medical

57311 – Student Health
57312 – Other Insurance
57315 – GSHIP-Self
57316 – USHIP- Self
57340 – Medical Coverage
56632 – Medical Services
56731 – Post Doc Medical
55020 – Controlled Drug
55021 – Other Pharmaceutical

Misc

56633- Police/Security Services
56722 – Sport’s Officials Fees
57330 – Fines & Penalties
57335 – Govt Regulatory Fees
57351 – Donations/ Contribution
57354 – Tournament Entry
57355 – Royalties
57370 – Cost of Goods Sold