

Account Codes for Administrative Approval

Use these account codes to route purchases that require approvals by Printing Services, Communications Network Services (CNS) and Environmental Health and Safety Services (EHSS). If these codes are not used, the purchasing process time will increase.

Contractual Services

12156 Printing Services – Private Vendors (Printing Approval) – Include expenses for designing, printing, collating, and binding services received from a private vendor.

Supplies, Materials, & Equipment Costing Less Than \$2,000 Per Item

13415 Radioactive Supplies (EHSS Approval) – Include expenses for radioactive supplies costing less than \$2,000 per unit.

22316 Electronic Equipment (CNS Approval) – Include expenses for two-way radios costing less than \$2,000 per unit.

22336 Voice and Data Transmission Equipment (CNS Approval) - Include expenses for telephone equipment costing less than \$2,000 per unit.

22412 Lasers – Class 3R, 3B, 4 costing less than \$2,000 per unit.

22416 Laboratory Equipment (EHSS Approval) –Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments costing less than \$2,000 per unit.

22426 Medical and Dental Equipment (EHSS Approval) – Include expenses for x-ray equipment and respirators costing less than \$2,000 per unit.

22536 Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing less than \$2,000 per unit.

22546 Motor Vehicle Equipment (EHSS Approval) – Include expenses for forklifts, powered pallet jacks, pallet trucks, and rider fork trucks costing less than \$2,000 per unit.

22736 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing less than \$2,000 per unit.

Capitalized Equipment Costing More Than \$2,000 Per Unit

- 22311 Electronic Equipment (CNS Approval) – Include expenses for two-way radio costing \$2,000 or more per unit.
- 22331 Voice and Data Transmission Equipment (CNS Approval) – Include expenses for telephone equipment costing \$2,000 or more per unit.
- 22411 Laboratory Equipment (EHSS Approval) – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, radiation survey instruments costing \$2,000 or more per unit.
- 22417 Lasers – Class 3R, 3B, 4 costing \$2,000 or more per unit.
- 22421 Medical and Dental Equipment (EHSS Approval) – Include expenses for x-ray equipment and respirators costing \$2,000 or more per unit.
- 22531 Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing \$2,000 or more per unit.
- 22541 Motor Vehicle Equipment (EHSS Approval) – Include expenses for forklifts, powered pallet jacks, pallet trucks, and rider fork trucks costing \$2,000 or more per unit.
- 22731 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing \$2,000 or more per unit.