

CHICAGO STATE UNIVERSITY
OFFICE OF ADMINISTRATION AND FINANCE
ACCOUNT CODES

CONTRACTUAL (1200) CODES

ITEM DESCRIPTION	COMMODITY CODE	ACCOUNT CODE
Transportation of Goods and Other Freight Services	96286	1205
Repair and Maintenance for Office Appliance, Athletic, Cafeteria, Furniture Equipment	93105	1221
Acoustical Tile, All Types (Including Recycled Types)	01005	1223
Draperies, Curtains, And Upholstery Material (Including Automobile Upholstery)	26520	1223
Floor covering, Floor Covering Installation And Removal Equipment, And Supplies	36005	1223
Plumbing Equipment, Fixtures, And Supplies	67002	1223
Road And Highway Building Materials	74501	1223
Roofing Materials And Supplies	77006	1223
Signs, Sign Materials, Sign Making Equipment, And Related Supplies	80109	1223
Building Cleaning, Exterior	91003	1223
Carpentry Maintenance and Repair Services	91006	1223
Carpet Cleaning, Dyeing, Installation and Repair	91009	1223
Drapery and Curtain Installation, Maintenance and Repair	91011	1223
Elevator Installation, Maintenance and Repair	91013	1223
Door Installation, Maintenance, and Repair	91014	1223
Escalator and Moving Walkway, Installation, Maintenance and Repair	91020	1223
Flooring Maintenance and Repair to Include Refinishing and Sealing	91025	1223
Furnace Maintenance and Repair	91026	1223
Garbage/Trash Removal, Disposal and/or Treatment	91027	1223
Heating, Air Conditioning, and Ventilation Maintenance and Repair Services (Including Installation)	91036	1223
Janitorial/ Custodial Services	91039	1223
Locksmith Services	91048	1223
Loading Dock and Associated Accessories Maintenance and Repair	91049	1223
Maintenance and Repair Services, Building (Not Otherwise Classified)	91052	1223
Painting, Maintenance and Repair Services (Including Caulking)	91054	1223
Overhead Door Installation, Maintenance, and Repair	91055	1223
Pest Control (Incl. Termite Inspection and Control, Bird Proofing, Animal Trapping, Rodent Control, Exterminating and Fumigation)	91059	1223

Plumbing Maintenance and Repair (Includes Pressure Tapping Services, Pipe Freezes, Toilets, etc.)	91060	1223
Plant Maintenance, Indoor	91061	1223
Relocation, Building	91064	1223
Remodeling and Alterations	91065	1223
Roofing, Gutters, and Downspouts Maintenance and Repair	91066	1223
Security Lock-Bar Installation, Maintenance and Repair	91067	1223
Sludge Removal, Building (To Include Grease Trap Cleaning)	91070	1223
Shoring and Reinforcement Services	91071	1223
Wallpapering Services, Includes Maintenance and Repair	91074	1223
Wall and Ceiling Repair and Replacement (Including Dry walling)	91075	1223
Welding Maintenance and Repair Services (Inc. Brazing, Casting, and Soldering)	91076	1223
Window Installation, Maintenance, and Repair	91080	1223
Window Washing Services	91081	1223
Wiring and Other Electrical Maintenance and Repair Services	91082	1223
Sandblasting Buildings (See 968-67 for All Other Types)	91083	1223
Shutter Installation, Maintenance and Repair	91084	1223
Maintenance and Repair Services For Machinery	93414	1224
Maintenance and Repair Services for Computer Equipment	93907	1225
Maintenance and Repair Services For (Not Otherwise Classified)	93606	1229
Maintenance and Repair Services For Hospital, Laboratory, And Testing Equipment	93817	1229
Maintenance and Repair Services For Photographic, Telephone/Radio and Television Equipment	93906	1229
Air Conditioners: Commercial, and Parts and Accessories not Individually Itemized	03103	1230
Broom, Brush, And Mop Manufacturing Machinery And Supplies	14003	1230
Builder's Supplies/ Fixed Equipment	15002	1230
Electrical Cables and Wires (Not Electronic)	28008	1230
Electrical Equipment and Supplies (Except Cable And Wire)	28501	1230
Electronic Equipment, Components, Parts, And Accessories (See Class 730 For Testing Or Analyzing Type)	28706	1230
Fasteners: Bolts, Nuts, Pins, Rivets, Screws, Etc. (Incl. Packaging, Strapping And Typing Equipment And Supplies)	32010	1230
Fencing, Temporary (For Construction and Other Industrial or Safety Uses)	33055	1230
Soil Conditioners: Compost, Marine Humus, Sulfur, Synthetic Polymers, Mulch, etc.	33572	1230
Fire Protection Equipment And Supplies	34004	1230
Floor Maintenance Machines, Parts, And Accessories	36510	1230
Edgers, Trimmers, And Weed Cutters	51510	1230

Paint, Protective Coatings, Varnish, Wallpaper, And Related Products	63003	1230
Rental or Lease Services of Appliances, Cafeteria, Office, Furniture, Equipment And Window And Floor Coverings)	97708	1231
Rental or Lease Copy Machines	98523	1231
Rental or Lease Mailing Equipment Including Postage Meter	98554	1231
Rental or Lease Services of Automotive And Heavy Equipment	97506	1232
Rental or Lease Real Property	97102	1233
Rental or Lease Machinery and Mechanical Equipment	98560	1234
Rental or Lease Audio/Visual Equipment and Accessory	98555	1237
Rental or Lease Services of Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, And Testing Equipment	97917	1239
Rental or Lease of Equipment (Not Otherwise Classified)	98111	1239
Rental or Lease Clothing (Incl. Uniforms)	98322	1239
Rental or Lease Services of Computers, Data Processing, And Word Processing Equipment	98412	1239
Accounting Services (Not Otherwise Classified)	94611	1242
Auditing	94620	1242
Credit Card, Charge Card Services	94635	1242
Financial Services (Not Otherwise Classified)	94649	1242
Installment Purchase/Lease Purchase Financing and Lease With Option to Purchase Financing	94654	1242
Fees, Credit Card	96338	1242
Licensing Fees	96345	1242
Bookbinding Services	90810	1243
Legal Services	96150	1244
Consulting Services	91802	1245
Computer, Programming, And Software Services	92002	1245
Educational/Training Services	92405	1245
Public Speaking Services	96161	1245
Sign Language Services for the Hearing Impaired	96167	1245
Sports Professionals Services (Including Sports and Recreation Programs and Referee/Umpire Services)	96168	1245
Theatrical Services (Including Production, Scenery Design, Stage, etc.)	96173	1245
Translation Services	96175	1245
Professional Services (Not Otherwise Classified)	96258	1245
Professional Services (Not Otherwise Classified)	96258	1245
Maintenance and Repair Services, Building (Not Otherwise Classified)	91052	1248
Janitorial Management Services	95863	1248

Relocation Services for Personnel	96163	1249
Relocation Services for Personnel	96163	1250
Utility Services, Gas	96184	1251
Utility Services, Electric	96183	1252
Utility Services, Water	96185	1253
Postage Related Purchases (Incl. Postage Stamps, Pre-Sort 1st Class Inscriptions, Postage by Phone for Meters, etc.)	96357	1261
Contractual Services (Not Otherwise Classified)	96196	1264
Insurance and Insurance Services (Not Otherwise Classified)	95352	1271
Travel Agency Services	96178	1272
Advertising	91501	1273
Fees, Conference/Convention	96337	1274
Internet Database Subscriptions	95635	1275
Library Services (Not Otherwise Classified)	95638	1275
Magazine Subscriptions	95640	1275
Newspaper Subscriptions	95650	1275
Professional Document and Publication Subscriptions (Legal, Medical, etc.)	95658	1275
Professional Journal Subscriptions	95660	1275
Scientific Research Services	95675	1275
Fees, Conference/Convention	96337	1276
Registration Fees	96364	1276
Associations	96320	1277
Membership Dues	96348	1277
Computer Software	20810	1284
Ambulance Services, Nonemergency (see 990-37 for Emergency Ambulance Services)	94812	1289
Food Management Services (Incl. Hygiene, Contamination, Preservation, Research, etc.)	95844	1289
Contractual Services (Not Otherwise Classified)	96196	1289
Employment Agency and Search Firm Services (Including Background Investigations and Drug Testing for Employment)	96130	1289
Contributions/ Donations	96330	1289
Meals	96347	1289
Sponsorship (All Types)	96377	1289
Fingerprinting Services	99041	1289
Investigative Services	99052	1289
Hotel/Motel Accommodations (Incl. Lodges, Resorts)	97130	1289
Travel Local	96287	1291

Travel Non-Local	96288	1292
Travel Local	96287	1293
Travel Non-Local	96288	1294

COMMODITY (1300) CODES

Chemical and Supplies, Dry (For Bond Paper Type Copying Machines)	01515	1302
Computer Peripherals For Microcomputers	20413	1304
Computer Hardware and Peripherals For Mini And Main Frame Computers	20617	1304
Computer Accessories And Supplies	20710	1304
Paper, Tabulating Stock	25055	1304
Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	25080	1304
Envelopes: Clasp, String, etc.	31006	1304
Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, And Folders For Forms	39515	1304
Office Supplies	61007	1304
Paper, For Office And Print Shop Use	64510	1304
Art, Drawing and Painting Supplies: Brushes, Canvas, Chalk, Colors (Acrylic, Oil, Water, Etc.),Crayons, Palettes, Paper and Pads, Staples, etc.	05040	1308
Crafts, General	23202	1308
Educational and Instructional Materials and Supplies	78503	1308
Abrasive Equipment and Tools	00505	1310
Ice and Snow Removal Chemicals (See 775-45 for Road Salt)	19246	1332
Road Maintenance Salt (See Class 192 for Ice Removal Chemicals)	77545	1335
Oil, Grease And Lubricants	40502	1342
Clinical Laboratory Reagents And Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)	19308	1350
Drugs and Pharmaceuticals	26901	1350
Standard IV and Injectable Solutions: Dextrose, Electrolytes, Ringer's Saline, etc.	27196	1350
Gases, Containers, Equipment: Laboratory, and Medical	43012	1350
Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel	43504	1350
Medical Related Accessories And Sundry Items	47505	1350
Laboratory Accessories and Supplies	49305	1350
Foods	37515	1360
Clothing: Athletic, Casual Dress, Uniform, Weather And Work Related	20010	1370
Clothing Accessories (See Class 800 For Shoes And Boots)	20113	1370
Shoes and Boots	80005	1370
Cleaners, Miscellaneous, Not Otherwise Listed	19218	1391

Janitorial Supplies	48501	1391
Nursery (Plants) Stock, Equipment, And Supplies	59506	1392
Bookbinding Supplies	12505	1394
Office And Library Accessories < \$100	60503	1394
Hand Tools (Powered And Non-Powered), Accessories And Supplies	44502	1395
Hardware and Related Items	45001	1395
Gases, Containers, Equipment: Laboratory, and Medical	43012	1396
Appliances, Small	04506	1397
Miscellaneous Supplies/Equipment (Not Otherwise Classified)	57805	1398
Park, Playground, Recreational Area And Swimming Pool Supplies	65006	1398
Sporting Goods, Athletic Facility Supplies	80509	1398
Cards, Greeting and Gift (Including Recycled Types)	03723	1399
Art Objects	05202	1399
Badges, Buttons, Emblems, and ID Cards, Card Holders, Nameplates, Convention Badges	08010	1399
Folders, Presentation	08045	1399
Service Awards, Specialty Type	08065	1399
Trophies, Plaques, Awards, Certificates, etc. (Not Otherwise Classified)	08078	1399
Bags, Bagging, Ties, And Erosion Sheeting, Etc.	08508	1399
Clocks, Watches, Timepieces, Jewelry And Precious Stones	19508	1399
Bar Code Decals	25505	1399
Windshield Decals, Numbered	25570	1399
Wire And Cable, Electronic: Audio, Coaxial, Hook-Up, Lead-In, etc.	28796	1399
First Aid And Safety Supplies	34505	1399
Flags, Flag Poles, Banners, And accessories	35010	1399
Microfiche/Microfilm Supplies (Not Otherwise Classified): Jackets, Leaders, Mailers, Reels, Spools, Trailers, Aperture Cards, etc.	57549	1399
Miscellaneous Supplies/Equipment and Consumables (Not Otherwise Classified)	57805	1399
Park, Playground, Recreational Area And Swimming Pool Supplies	65006	1399
Photographic Film, and Supplies (Not Graphic Arts, Microfilm, And X-Ray)	65505	1399
Police Supplies	68004	1399
Sound Systems Accessories	80316	1399
Sporting Goods, Athletic Facility Supplies	80509	1399
Theatrical Supplies	85522	1399

INVENTORY (1400) CODES

Inventory Services	94655	1401
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Inventory Services	94655	1410
Inventory Services	94665	1420
Inventory Services	94655	1430
Inventory Services	94655	1440
Inventory Services	94655	1450
Inventory Services	94655	1460
Inventory Services	94655	1470
Inventory Services	94655	1480
Inventory Services	94655	1490
Inventory Services	94655	1493

EQUIPMENT (1500) CODES

Office Furniture and Equipment	\$100- \$499.99	42503	151001
Office Furniture and Equipment	\$500- \$4,999.99	42503	151002
Office Furniture and Equipment	\$5,000.00 +	42503	151003
EDP Equipment	\$100- \$499.99	20410	151501
EDP Equipment	\$500- \$4,999.99	20410	151502
EDP Equipment	\$5,000.00 +	20410	151503
Passenger Automotive	\$100- \$499.99	07104	152101
Passenger Automotive	\$500- \$4,999.99	07104	152102
Passenger Automotive	\$5,000.00 +	07104	152103
Motor Vehicles	\$100- \$499.99	07105	152201
Motor Vehicles	\$500- \$4,999.99	07105	152202
Motor Vehicles	\$5,000.00 +	07105	152203
Household Equipment	\$100- \$499.99	04512	153001
Household Equipment	\$500- \$4,999.99	04512	153002
Household Equipment	\$5,000.00 +	04512	153003
Machinery and Tools	\$100- \$499.99	54502	154001
Machinery and Tools	\$500- \$4,999.99	54502	154002
Machinery and Tools	\$5,000.00 +	54502	154003
Scientific Instruments	\$5,000.00 +	49304	155001
Scientific Instruments	\$500- \$4,999.99	49304	155002
Scientific Instruments	\$5,000.00 +	49304	155003
Training Materials	\$100- \$499.99	78502	156101
Training Materials	\$500- \$4,999.99	78502	156102
Training Materials	\$5,000.00 +	78502	156103
Equipment- Not Elsewhere Classified	\$100- \$499.99	57806	159901
Equipment- Not Elsewhere Classified	\$500- \$4,999.99	57806	159902

Equipment- Not Elsewhere Classified	\$5,000.00 +	57806	159903
Telephone, Radio	\$100- \$499.99	72606	175001
Telephone, Radio	\$500- \$4,999.99	72606	175002
Telephone, Radio	\$5,000.00 +	72606	175003
Intangible Assets	\$100,000.00 +		158103
Capital Lease Equipment	\$100- \$499.99		158201
Capital Lease Equipment	\$500- \$4,999.99		158202
Contributed Equipment	\$100- \$499.99		158301
Contributed Equipment	\$500- \$4,999.99		158302
Contributed Equipment	\$5,000.00 +		158303
Art- Non Depreciated	\$100- \$499.99		158401
Art- Non Depreciated	\$500- \$4999.99		158402
Art- Non Depreciated	\$5,000.00 +		158403
Library Books	\$.01 +	52550	156001
Construction in Progress	\$5,000.00 +		669003
Building	\$100,000.00 +		663003
Land	\$100,000.00 +		661103
Site Improvements	\$5,000.00 +		664003
Remodeling and Renovation	\$5,000.00 +		662503
Asbestos Abatement Costs	\$5,000.00 +		662703
Architectural and Engineering Fee	\$5,000.00 +		662803
Planning	\$5,000.00 +		665003
Utilities	\$5,000.00 +		666003
Fixed Equipment	\$5,000.00 +		667103

TELECOMMUNICATION (1700) CODES

Maintenance and Repair Services For Photographic, Telephone/Radio and Television Equipment	93906	1710
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1721
Rental or Lease Teleconference Systems	98576	1721
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1722
Rental or Lease Services of Telecommunications, Radio/Television/Telephone Equipment	98512	1723
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1723
Telecommunication Services (Not Otherwise Classified)	91579	1725
Rental or Lease of Equipment (Not Otherwise Classified)	98111	1729

Radio Communication Accessories And Supplies	72611	1730
Voice Response Systems	88316	1740
Radio Communication Equipment	72606	1750
Rental or Lease Services of Telecommunications, Radio/Television/Telephone Equipment	98512	1799

OPERATION OF AUTOMATIVE EQUIPMENT (1800) CODES

Automotive Shop And Related Equipment And Supplies	07501	1893
Automotive Accessories For Automobiles, Buses, Trailers, Trucks, Etc.	05502	1894
Automotive And Trailer Equipment And Parts	06001	1894
Automotive And Trailer Bodies, Body Accessories, And Parts	06507	1894
Tires And Tubes(Incl. Recapped/Retreaded Tires)	86303	1894
Gasoline, Automotive	40515	1896
Maintenance and Repair Services For Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles	92804	1898
Automotive Expenses (Not Otherwise Classified)	92815	1899

AWARDS AND GRANTS (4400) CODES

Grant/Mental Health Services: Vocational, Residential, Etc.	95262	4401
Unemployment Insurance	95391	4432
Grants and Awards Services (Not Otherwise Classified)	96299	4440
Grant/Research and Evaluation, Human Services (Including Productivity Audits)	95277	4453
Grants and Awards Services (Not Otherwise Classified)	96299	4458
Head Start Program	95251	4474
Grants and Awards Services (Not Otherwise Classified)	96299	4475
Grants and Awards Services (Not Otherwise Classified)	96299	4476
Grants and Awards Services (Not Otherwise Classified)	96299	4478
Grants and Awards Services (Not Otherwise Classified)	96299	4479
Grants and Awards Services (Not Otherwise Classified)	96299	4480
Grants and Awards Services (Not Otherwise Classified)	96299	4489

PERMANENT IMPROVEMENTS (6600) CODES

Engineering Services, Professional	92503	6612
Maintenance and Repair, Tennis/Sport Court	91265	6621

Striping Streets, Parking Facilities, Lane Divisions, etc. (Paint)	91276	6621
Maintenance and Repair, Parking Lot and Alley	91375	6621
Maintenance and Repair, Sidewalk and Driveway (Including Removal)	91382	6621
Maintenance and Repair, Street (Major and Residential)	91384	6621
Paving/Resurfacing, Alley and Parking Lot	91394	6621
Paving/Resurfacing, Highway and Road	91395	6621
Paving/Resurfacing, Street (Major and Residential)	91396	6621
Carpentry Maintenance and Repair Services	91006	6625
Plant Maintenance, Indoor	91061	6625
Architectural Services, Professional	90602	6628
Maintenance and Repair, Swimming Pool (Includes, Swimming Pool Water Treatment Services)	91263	6640
Maintenance and Repair, Swimming Pool (Includes, Swimming Pool Water Treatment Services)	91263	6640
Maintenance and Repair, Tennis/Sport Court	91265	6640
Striping Streets, Parking Facilities, Lane Divisions, etc. (Paint)	91276	6640
Maintenance and Repair, Parking Lot and Alley	91375	6640
Maintenance and Repair , Sidewalk and Driveway (Including Removal)	91382	6640
Maintenance and Repair, Street (Major and Residential)	91384	6640
Paving/Resurfacing, Alley and Parking Lot	91394	6640
Paving/Resurfacing, Highway and Road	91395	6640
Paving/Resurfacing, Street (Major and Residential)	91396	6640
Architectural Services, Professional	90602	6651
Builder's Supplies/ Fixed Equipment	15002	6672