

Account Code/Commodity Code

An Account Code is a 6-digit number that identifies the type of commodity or service that is being purchased. The Commodity Code triggers workflow for the special approvals and identifies items that require a receipt entered in BuyWays by the Central Receiving Department.

Please refer to the [Account Code/Commodity Code listing](#) for assistance.

If you are unable to locate the appropriate codes, please contact the Procurement Department help line @7-5060.

Below is a list of the most commonly used Account codes and Commodity codes:

Account Code	Commodity Code
734200 Office Supplies	Office Supplies
734210 Business Meetings	Business Meetings/Conferences
734241 Non-Employee Expenses	Non-Employee Expenses
734310 Printing	Printing/Copying
734550 Mailings	Postage
734800 Software, Upgrades & Licenses	IT Software/Licenses/Upgrades
735010 Memberships	Office and Administrative Supplies
735100 Advertising	Advertising
735200 Promotional Items	Promotional Items
739200 Freight/Shipping Cost	Delivery charges
739600 Laboratory Supplies	Lab/Research Supplies
739630 Chemicals	Chemicals/Gases/Demurrage & Cylinder Lease
741810 Research Supplies	Lab/Research Supplies
741970 Non-Capital Equipment	Equipment Non Capital (Excludes IT)
741980 Non-Capital IT Equipment	Equipment Information Technology (all)
744300 Maintenance Supplies	Maintenance & Repair Supplies
757190 Management Consultants	Consulting Services, includes CFS
757270 SubAward/SubContract	SubAward/SubContract >\$25K
757275 SubAward/SubContract	SubAward/SubContract <\$25K
763100 IT Equipment >\$5K	Equipment Information Technology (all)
763210 Research/Educational Equipment	Equipment Capital (Excludes IT)
763900 Office Furnishings >\$5K	Equipment Capital (Excludes IT)
768500 Office Equipment Maint & Repair	Equipment Maintenance & Repair
769400 Tuition & Educational Fees	Tuition