

P-card Concur Object Codes

Code	Description
4010	General Office Supplies (Consumables: pens, paper, staples, paper clips, etc.)
4011	Paper Goods & Janitorial Supplies (paper plates, paper towels, plastic-ware, cleaners)
4012	Educational Supplies (scantrons, blue books, testing supplies, posters for classrooms)
4013	Research Supplies (test tubes, vials, specimen jars, lab supplies)
4014	Supplies - Other (Ammunition only)
4020	Computer Supplies (consumable computer supplies, toner, ink, thumb drives)
4025	Subscriptions & Periodicals (magazines, newspapers, journals, directories - in print only)
4030	Fuels & Lubricants
4040	Chemicals & Gases (labs, oxygen, carbon dioxide, etc)
4045	Medical Supplies (medications, band-aids)
4050	Food Purchase for use in the classroom (Classroom demonstrations or lab use)
4055	Farm, Ranch, & Nursery Supplies (feed, shavings)
4056	Fertilizer
4058	Pesticides
4065	Parts - Motor Vehicle (street legal vehicles only, no labor)
4066	Parts - Machinery & Equipment (Gators, lawnmowers, 4-wheelers, no labor)
4068	Parts - Tractors (no labor)
4070	Plants (only President can send out plants for funerals/illness)
4075	Shop & Industrial Supplies
4076	Building Supplies and Materials (caulk, lumber, paint, nails)
4077	Landscaping Supplies
4080	Fabrics and Linens
4085	Furnishings and Equipment (non-inventory items < \$100.00: Staplers, tools, picture frames, clocks, name badge)
4090	Computer Parts & Supplies (under \$100.00 - cables, surge protectors, memory, cards)
5211	Membership Dues - Professional Organization
5215	Registrations Fees (Conferences - include name of conference, attendee name, dates, location)
5240	Employee Awards (Please see the guidelines for this type of expense)
5241	Non-Employee Gifts (Please see the guidelines for this type of expense)
5242	Promotional Purchases (pens, bags, giveaways) -Receive Marketing approval if includes TSU name/logo (university branding)
5430	Veterinary Services
5511	Maintenance & Repair - Motor Vehicle (should include labor expense)
5512	Maintenance & Repair - Machinery and Equipment (ATV, Gators, non-street legal vehicles & all other equipment)
5514	Maintenance & Repair - Tractors
5615	Photographic Services
5616	Services - Reproduction, Scan, Imaging (business cards, forms, tickets)
5617	Publication printing - (article in educational journals, dissertations, etc.)
5630	Communication Services (internet, electronic subscriptions)
5635	Cleaning Services (dry cleaning or janitorial services)
5641	Advertising (Requires requisition)
5650	Freight/Delivery Service (Requires explanation)
5655	Postal Services (Requires explanation)
5670	Other Contracted Services (temporary service) - Submit requisition if contract required
5750	Office Furnishings & Equipment \$0-4999.99 (Desk, Chairs, Bookcases, Filing Cabinets)
5751	Medical & Lab Equipment \$0-4999.99
5752	Institutional Furnishings & Equipment \$0-4999.99
5753	Shop & Industrial Equipment \$0-4999.99
5755	Uniforms & Clothing \$0-4999.99
5760	PC Peripherals/ Add-Ons \$0-4999.99 (Monitors, keyboards, printers)
5761	Computer Software (Requires IT approval)
5765	Educational Books, Films & Reference Materials \$0-4999.99
5810	Rental of Tools and Equipment - requires contract - contact Purchasing
5811	Rental of Office Equipment - requires contract - contact Purchasing
5813	Rental of Container - (chemical cylinders)
5835	Rental of Reference Material (Royalty payments) - contact Purchasing
5870	Rental of Space - Other - requires contract - contact Purchasing
6335	Other Expenses - Use ONLY for sales tax or fraudulent charges that will be refunded
6338	Catering Services (Stephenville Campus must use Sodexo with direct bill - use for remote campus only)
6339	Food Purchase (non-Business Meal)
6340	Business Meals (IRS 5 W's who, what, when, where, why)
6341	Alcohol (Requires VP pre-approval memo)
6901	Items for Resale (concession stand items, meats lab items for sale, t-shirts purchased for resale)