

**\*NOTE\* JaguarBuy Punchout Vendors DO NOT Require Commodity Code (CC) Assigning**

Category Description	Aggie Buy	Pcard-Travel Card	
	Commodity Code	Object Code	Examples
<b>Memberships</b>			
Membership Dues/Fees - Other   5213	99900022	5670	
Membership Dues/Social clubs   5212	99900001	5213	Professional or Technical Organizations
Membership Dues/Organizations and Clubs	94121800	5212	Country Clubs
<b>Employees</b>			
Employee Gifts and Awards   5240	99900010	5240	
Employee Training-Registration Fees   5215	99900009	5215	Conference Registrations
Employee Relocation Services	78101804	5670	Moving companies such as Mayflower
Employee Relocation-Non Qualified W-2 Reportable   1926	99900003	1926	This is paid through HR-Workday
<b>Students</b>			
Student Travel   3410	99900005	3410	Student travel with <a href="#">Star Shuttle-Avalon DBA Daisy Shuttles</a>
Student registration/non employee training   6377	99900046	6377	field trip, student expenses or non state employee
Non-Employee Gifts   5241	99900011	5241	
<b>Advertisements/Entertainment/Insurance/Sponsorships</b>			
Sponsorship	99900351	5634	South Texas Business Partnership
Entertainment - Tickets Purchased for Events   5236	99900008	5236	Mission Baseball, Spurs, SA Zoo
Talent or entertainment   5664	80141903	5664	DJ's, Musical Acts, Performance groups, Face painting, etc.
Advertising	82100000	5641	printed advertisements, billboards- <a href="#">Lamar</a> , <a href="#">Tegna</a> , <a href="#">Hearst Media</a>
Promotional merchandise   5242	80141605	5242	only for products, if art design only use contracted services
Insurance Premiums	84131500	5220	Southwest Special Risk Ins.-
Power Generator	26111600	5753	
<b>Contracted Services</b>			
Other Contracted Services no specific CC	99900294	5670	Other Contracted services- <b>ALL SSC PO's should be coded as Contracted Services and done only as 1-Regular</b>
Contracted Services Travel with Receipts	99900088	5695	contracted services (travel)/Is a contract in place, did the user add receipt attachment, (see procurement notes)
<b>Printing Services/Library &amp; eBooks</b>			
Reproduction Services	82120000	5616	letterhead, envelopes, parking permits, posters-Ex. <a href="#">Prestige Printing-Smith Print-4Imprint</a>
Publishing and Printing	82121506	5617	Artwork - brochures, booklets, handouts. Detailed information on university
Postage Stamps	44121513	5655	US Postal Service-Pitney Bowes-Printing vendors that mail out for university
Library or documentation services/ electronic subscriptions	86141704	5630	annual subscriptions- <a href="#">ProQuest</a> -
Subscription/Electronic reference material   4025 <\$5k, 4025	55110000	4025	e-books, subscriptions, periodicals, other publication not for permanent retention.
<b>Educational</b>			
Education and Training Services   5410	86000000	5410	
Medical & Lab Equipment	41100000	5751	Bio-Rad Labs-
Medical Supplies	99900304	4045	
Research Supplies	99900297	4013	
Lab Testing	99900308	5654	
Animal products and supplies	10110000	4055	
Purchase of Animals-dead or alive \$0-4999.99	10100000	5767	

Chemicals & Gases	12000000	4040	
Drones   5784 <5k, 8431 - <b>Require Andrew Cavazos Approval</b>	99900353	5784	
Classroom and instructional and institutional furn   5752 <\$5k, 8424	55121706	5752	Over 5k will become an asset
Published Products	55000000	5765	print books (library)
Educational Training Services/Travel	86000000	5410	travel cost incurred by vendor does not include guest lecturers

<b>Technology - Require ITS Approval</b>			
Computer parts and Supplies anything under \$100	43202222	4090	
Maintenance & Repair of Equipment-Computer Software-not TAMU CIS	81112200	5521	use for warranty on computers-Apple-Dell
Computer programming Services-not TAMU CIS	81110000	5626	
Computer Equipment and Accessories	43210000	5760/8435	
Communications Devices and Accessories	43190000	5770	
Computer Software <b>FOR ALL SOFTWARE PURCHASES</b>	81112501	5830	computer software licensing service- <a href="#">Service Rocket</a> -
Computers	43211500	5760/5787	
Computer hardware maintenance and support   5536	81112300	5536	Ex. Apple insurance
Maintenance & Repair of Equipment	99900288	5512	
Monitors over \$500	43211600	5760	

<b>AV Equipment - Require ITS Approval</b>			
Classroom and instructional and institutional furn   5752 <\$5k, 8424	56120000	5752/8424	
Projectors and supplies   5752 <\$500, 5787 <\$5k, 8424	45111600	5752/5787/8424	
Computer accessories - for all A/V computer equipment	43211600	5760/8435	
TV's \$500-\$4,999		5782	
A/V switches (non-network)	43211600	5760	
Computer displays   5760 <\$5k, 8435 (touch screen monitors)	43211900	5760/8435	
Video streaming system   5770 <\$5k, 8445	43223207	5770/8445	

<b>Telecommunication Services - FOR ITS USE ONLY</b>			
Telecommunications - Long Distance	83111502	5010	AT&T, DIS
Telecommunications - Monthly Charge	83111500	5115	AT&T
Telecommunications - Other Service Charges	83111503	5130	

<b>Delivery Service</b>			
Freight/Delivery Services	78121603	5650	
Fuel	15100000	4030	Only for State owned vehicles, for others use service charge

<b>Food</b>			
Food/Alcohol Purchases			
Food - Business Meal	99900036	6340	
Food - Catering	99900285	6338	Chartwells, Longhorn (to include admin fee)
Food - Other than Business Meals	99900284	6339	
Food or Beverage for Research or Teaching   4050	99900002	4050	
Alcohol	50202200	6341	The Argyle, Club Giruad
Business Meal   6340	99900036	6340	

<b>Consulting/Temp. Services</b>			
Consulting Services - general	80101500	5350	

Consultant Services Approved by Gov   5351	99900018	5351	
Consultant Services-Computer   5355	99900019	5355	
Temporary Support Services	80111600	5620	<a href="#">Robert Half Staffing, Burnett Staffing, LK Jordan</a>

Speakers			
Speaker/Lecturers Fee   5435	99900020	5435	honorarium
Speaker/Lecturers- Travel Expenses with Receipts   5434	99900021	5434	

Furniture/Rentals			
Classroom and instructional and institutional furn   5752 <\$5k, 8424	56120000	5752/8424	
Parts - Machinery and Equipment	99900295	4066	
Office Supplies (includes paper goods)	44120000	4010, 4011, 4020	<a href="#">AHI, Summus, Staples, Office Depot, Amazon</a>
Maintenance & Repair of Equipment	99900288	5512	
Shop & Industrial Supplies	99900354	4075	
Rental of Goods, Tools, Equipment, Cylinders, Containers	99900097	5810 / 5813	
Vehicle Rental	78111808	5840	<a href="#">Enterprise direct bill only</a>
Charter bus service	78111803	5840	<a href="#">Star Shuttle (Avalon Motor Coaches)-Daisy Shuttle</a>
Meeting facilities	90111600	5870	graduation rental

All Others			
Fees-Other or Employee License, Certifications   5230	99900006	5230	<a href="#">Commonly used for Pcard and Reimbursements-License Fee (professional)-Notary License Fee--Golf Course Usage Fee</a>
Service Charges/Late Fees   5231	99900365	5231	water delivery fee, late charges, <a href="#">Culligan</a>
Credit Card Fees or Charges and Web Transaction Fees   5232	99900007	5232	
Accreditation Service   5670	99900006	5230	
Legal Filing Fees   5310	99900016	5310	
Legal services   5420	80120000	5420	<a href="#">Schulman Lopez Hoffer &amp; Adelst</a>
Visa Processing Fee	99900302	5245	<a href="#">Department of Homeland Security</a>
Uniforms	53102700	5755	Department logos for employees-Nardis
Other Expenses-Local Only	99000035	6335	<a href="#">Office decorations</a>