

PCARD TRANSACTION CODING INFORMATION

| PARENT OBJECT | OBJECT CODE | Minor Translation | Notes, Examples, Descriptions and General Information |
|-----------------------------------|-------------|--|--|
| TRAVEL - EMPLOYEES ONLY | | | |
| 4300 | 4346 | IN-STATE TRAVEL, PAYMENTS TO VENDORS | ALL ILLINOIS DESTINATIONS NOTE: *****TRAVEL DOES NOT INCLUDE CONFERENCE OR ANY OTHER REGISTRATIONS. SEE 4700/4820. |
| 4300 | 4386 | OUT-OF-STATE TRAVEL, PAYMENTS TO VENDORS (INCLUDES FOREIGN TRAVEL) | EXAMPLES OF TRAVEL TRANSACTIONS ARE: PAYMENTS FOR HOTELS AND MOTELS, CAR RENTAL, BAGGAGE FEES, AIRFARE, TRAIN FARE, BUS FARE, TAXI, SHUTTLE, PARKING, TOLLS, ETC. |
| | | | TRANSACTION NOTE FIELD MUST INCLUDE: "WHO" (NAME OF PERSON/PEOPLE TRAVELING), "WHAT" (LODGING, AIRFARE), "WHEN" (MUST INCLUDE DATES OF TRAVEL), "WHERE", "WHY" (ATTENDING A CONFERENCE, SPEAKING ENGAGEMENT, STUDENT RECRUITING) <i>EXAMPLE: NIXON, AIRFARE, MARCH 25-28, 2016, SAVANNAH, GA, PCARDS ON CAMPUS CONFERENCE</i> |
| EQUIPMENT - \$100 AND OVER | | | |
| 4400 | 4420 | EDP EQUIPMENT - ELECTRONIC DATA PROCESSING | INCLUDES COMPUTERS, PRINTERS, ETC. EQUIPMENT \$100.00 AND OVER INCLUDING FREIGHT AND SET-UP. |
| 4400 | 4414 | DEPARTMENT BOOKS (NOT LIBRARY) | BOOKS \$100.00 AND OVER |
| 4400 | 4444 | LIBRARY - BOOKS (INCL DENTAL SCHOOL) | FOR LIBRARY DEPARTMENT AND DENTAL SCHOOL ONLY. |
| 4400 | 4471 | OFFICE FURNITURE & EQUIPMENT | OFFICE CHAIRS, DESKS, PRINTER STANDS, FILE CABINETS, ETC. OVER \$100 |
| 4400 | 4423 | EQUIPMENT, NEC | COVERS ALL THE EQUIPMENT NOT LISTED ABOVE. DOES NOT INCLUDE FAX MACHINE, SEE TELECOM NOTE: DOES NOT INCLUDE FAX MACHINE, SEE TELECOM. DOES NOT INCLUDE TONER REGARDLESS OF COST. |
| COMMODITIES | | | |
| 4500 | 4635 | PRINTING (COMMODITIES) | INCLUDES SIGNS, POSTERS, FLYERS, HANDOUTS, BROCHURES, ETC. |
| 4500 | 4545 | OFFICE AND LIBRARY SUPPLIES | BOOKS UNDER \$100, CALENDARS, BINDERS, ALL INK CARTRIDGES, ALL TONER REGARDLESS IF REFURBISHED |
| 4500 | 4553 | FOOD SUPPLIES | FOOD PURCHASED FOR CONSUMPTION, COOKIES, DOUGHNUTS, ETC. FOOD ONLY. NO PAPER/PLASTIC PRODUCTS |
| 4500 | 4680 | WEARING APPAREL | UNIFORMS, SHOES, AND TOHER WEARING APPAREL |
| 4500 | 4603 | HOUSEHOLD, LAUNDRY, CLEAN SUPPLIES | PLATES, NAPKINS, ETC., SOAPS, CLEANING PRODUCTS, ETC |
| 4500 | 4627 | CHEMICAL SUPPLIES | BLEACH, FORMADEHYDE, ACETONE, OIL, ETC. |
| 4500 | 4542 | EQUIPMENT, NEC, NOT EXDEED \$100.00 | CALCULATORS, SMALL TOOLS, PRINTERS, TENTS, STEP STOOLS, CHAIRS UNDER \$100, CLOCKS, COMPUTER MONITORS UNDER \$100, (ITEMS TO BE REUSED AND NOT DISGARDED), ETC. ALL UNDER \$100 INCLUDING FREIGHT AND SET UP |
| 4500 | 4536 | COMMODITIES, NEC | PLAQUES UNDER \$100 , SHEET MUSIC, FABRIC, BASEBALLS, TENNIS BALLS, GOLF BALLS, BLANK KEYS, SMALL BATTERIES (EXAMPLE: SIZE AAA THRU D), PROMOTIONAL ITEMS (WATER BOTTLES, PENS, STICKY NOTES), GIFT CARDS, MISC. SUPPLIES, ETC. |
| CONTRACTUAL SERVICES | | | |
| 4700 | 4820 | REGIST & CONFERENCE FEES, VENDOR PAY | ALL REGISTRATION FEES CONFERNCE REGISTRATIONS - EMPLOYEES AND NON-EMPLOYEES. FOR MEMBERSHIPS SEE 4700-4707 |
| 4700 | 4864 | SUBSCRIPTIONS & INFO. SERVICE | INCLUDES ALL ONLINE AND PRINT SUBCRPTIONS - START DATE AND END DATE MUST BE INCLUDED IN THE TRANSACTION NOTE FIELD EXAMPLE: CONSUMER REPORTS ONLINE AND CONSUMER REPORTS MAGAZINE - 1/1/20XX-12/31/20XX |
| 4700 | 4733 | COPYING, PHOTO & PRINT SERVICES | PRINTING OF PHOTOS |
| 4700 | 4725 | CONTRACTUAL SERVICES, NEC - PREPARED MEAL | LIGHT BULBS, PREPARED MEALS - INCLUDES ALL PURCHASES FROM RESTAURANTS, CATERING, ETC., PREPARED MEAT, CHEESE TRAYS FROM STORES, ETC. |
| 4700 | 4872 | TRAVEL & EXP REIMB, PAY TO VENDORS, NON-EMPLOYEE | INCLUDES ALL TRAVEL FOR STUDENTS AND NON-EMPLOYEES. GUEST SPEAKERS, CONSULTANTS, OFFICIALS, ETC. TRANSPORTATION FEES AND LODGING, ETC. PAYMENTS FOR HOTELS AND MOTELS, CAR RENTAL, BAGGAGE FEES, AIRFARE, TRAIN FARE, BUS FARE, TAXI, SHUTTLE, PARKING, TOLLS, ETC. FOR INTERVIEWEE EXPENSES SEE 4700 -4769. |
| 4700 | 4769 | INTERVIEWEE EXPENSES, PAYMENT TO VENDORS | TRAVEL EXPENSES MADE FOR INTERVIEWEES. |
| 4700 | 4703 | ADVERTISING | INCLUDES ADS FOR EVENTS, EMPLOYMENT ADS, ETC. INCLUDES ONLINE AND PRINT ADS. |
| 4700 | 4707 | ASSOCIATION DUES | INCLUDES MEMBERSHIPS |
| 4700 | 4842 | REPAIR/MAINT, NEC | REPAIR TYPEWRITER, COMPUTER, ETC. INCLUDES LABOR AND ALL REPLACEMENT PARTS WHETHER LABOR IS BEING DONE BY VENDOR OR IN-HOUSE. |
| 4700 | 4723 | COMPUTER SOFTWARE | INCLUDES BATTERIES FOR COMPUTERS, EQUIPMENT, ETC. INCLUDES PURCHASES OF CDS, ONLINE LICENSE, ONLINE USAGE, RENEWALS, DOWNLOADS, ETC. |
| TELECOMMUNICATIONS | | | |
| 5300 | 5375 | TELECOMMUNICATION SERVICES, NEC | INCLUDES REPAIRS FOR FAX MACHINES |
| 5300 | 5377 | TELECOMMUNICATION EQUIPMENT | HAND HELD RADIOS, ETC., FAX MACHINES |
| 5300 | 5379 | TELECOMMUNICATION SUPPLIES | ANTENNAS, BATTERIES, ETC., INCLUDES TONER CARTRIDGES FOR FAX MACHINES |
| MERCHANDISE FOR RESALE | | | |
| 6700 | 6757 | RESALE | ALL ITEMS PURCHASED TO BE SOLD. INCLUDES PIZZA PURCHASES FOR RESALE IN CONCESSIONS. |