Common Account Codes Used for Purchase Requisitions

71400 Supplies – All supplies which include office, instructional/research/medical, data processing, computer, photographic, graphic arts, electronic media film and theatre, athletic, recreational, cleaning, campus safety & police & uniforms and environmental health, kitchen and housekeeping, copy and reproduction, telecommunications, and other miscellaneous supplies, non-library books, brochures, and other printed materials. No small appliance or equipment exceeding $300 per unit.

71403 Plant Maintenance Supplies (for plant use only) - Supplies including custodial, janitorial, hardware, abrasives, paints, fertilizers, seeds, sprays, chemicals, small tools, flowers, shrubs, etc.

71410 Printing – External – Duplicating, copying, binding, labeling, and folding services. No formal printing jobs that require pre-approval by Publications and Purchasing.

71464 Subscriptions (non-library) – Periodicals, magazines, newspaper and other subscription services for departmental use.

71421 Miscellaneous Communication – United Parcel, Federal Express, etc, fax usage, on-line (internet) services, satellite downlink, paging services.

71430 Rentals – Minor rentals not covered on yearly contracts – primarily one-time use rentals. All equipment, films, media and miscellaneous rentals including demurrage.

71441 Repairs – Equipment.

71444 Repairs – Vehicle.

15001 Purchased Services – General – One-time use on exception basis. Pre-approval from Purchasing is required.

71460 Dues and Memberships.

71461 Conference and Registration Fees – Conference and meeting registrations including teleconferences.

71472 Public Relations – Advertising, banners, promotions, awards, prizes and tickets. Pre-approval from University Relations is required for display ads and when using an EWU logo.

71601 IT Equipment – Small & Attractive – Use for technology equipment purchases.

*Note: The above account codes are commonly used account codes only. Not all account codes are represented on the above list. Please consult the list of Banner account code descriptions (http://www.ewu.edu/x2938.xml) for the complete list.