

**ARIZONA WESTERN COLLEGE PURCHASING DEPARTMENT  
EXPENSE OBJECT CODE DEFINITIONS FOR REQUISITIONS**

<u>OBJECT CODE (prefix)</u>	<u>DESCRIPTION</u>
50xx	Benefits - these will never be used on a requisition
51xx	Salaries - these will never be used on a requisition
52xx	Contractual Services
53xx	Supplies
54xx	Current Fixed Charges
56xx	Capital (items or systems \$5000+)
57xx	Communications and Utilities
58xx	Travel - these will never be used on a requisition other than for Open-Ended Travel.

**FREQUENTLY USED OBJECT CODES**

<b>Object Code</b>	<b>Account Title</b>	<b>USED FOR:</b>
<b>Contractual Services</b>		
5210	Operational Services	Repair service, laundry service, janitorial services, copier leases, testing services, other services provided by a corporate vendor. (Labor - non-taxable)
5230	Printing Services	Internal and External Print Services
5240	Professional Services	Services performed by an individual or partnership including, but not limited to, performers, presenters, artists, consultants, doctors, or attorneys
5241	On/Off Campus Meals	Food purchases for on/off campus events (other than travel-related). Requisitions with this code must be approved by the Department Vice President and <u>must</u> include a description of the benefits and outcomes (purpose of the event) in the comments. AWC Conferences & Events has first right of refusal. Food waiver <u>must</u> be provided.
5294	Media Advertising/Promotion	Advertising in newspapers, radio, television, internet, billboard
5298	Staff Development	Webinars, non-travel workshops, online training courses, training for certification
<b>Supplies</b>		
5310	Operational Supplies	Supplies used to support the function of the department or division. Examples include pens, ink cartridges, chairs, shredders, baseballs, petri dishes, equipment or furniture <u>under</u> \$1000. (Furniture must be approved by Risk Management)
5311	Non-Capital Equip \$1,000-\$4,999	Any furniture or equipment (other than computer-related) from \$1000- \$4999. (Do not use this for items under \$1000)
5390	Grant Technology, Non-Capital <\$1000	Electronic supplies/equipment <u>under</u> \$1000 for Grant purchases <u>only</u>
5394	Promotional/Recruiting Supplies	Advertising give-aways, promotional items for orientation, career fairs
5395	Microcomputing, Non-Capital	Computer hardware, peripherals, or any equipment that requires computer-compatibility <u>under</u> \$1000. This includes printers and digital cameras. Any requisition with this object code requires the approval of the Vice President of Technology
5399	Microcomputing, Non-Capital	Computer hardware, peripherals, or any equipment that requires computer-compatibility from \$1000 - \$4999. This includes printers and digital cameras. Any requisition with this object code requires the approval of the Vice President of Technology
<b>Current Fixed Charges</b>		
5413	Rental - Equipment	Equipment rental
5414	Rental - Facilities	Facility rental
5430	Periodicals	Periodicals/magazines, online or hard-copy
5432	Organizational Dues	Organizational and membership dues
5435	Software & Licenses/Support	Software media, software licenses, maintenance agreements or support <u>under</u> \$5000. Any requisition with this object code requires the approval of the Vice President of Technology
5439	Software & Licenses/Support	Software media/software licenses between \$1000 and \$5000 with a life expectancy greater than one year. Any requisition with this object code requires the approval of the Vice President of Technology
5440	Awards and Rewards	Trophies, certificates, plaques
<b>Capital Outlay</b>		
5611	Operational Equipment - Capital	Furniture or equipment (not computer-related) of \$5000 or more (Fixed Asset (FA), please see AWC Asset Procedures online for additional information)
5614	Software - Capital	Computer Software Program with a cost of \$5000 or more (FA)
5616	Vehicles/Golf Carts - Capital	Vehicles or golf carts of \$5000 or more (FA)
5660	Library Books	Library books (only for use by the Library)
5699	Microcomputing Equip - Capital	This is computer hardware, peripherals, or any equipment that requires computer-compatibility with a cost of \$5000 or more. This includes printers and digital cameras. Any requisition with this object code requires the approval of the Vice President of Technology (FA)
<b>Communications and Utilities</b>		
5711	Postage & Freight	Postage/cost of freight (out-bound only) and stamps
5712	Telephone and Internet	Telephone and Internet Services charges
5714	Cable TV	Charges associated with cable TV services
5715	Electricity	Charges for Electrical Services
5716	Garbage Pick-Up	Charges for Waste Removal services
5717	Water - domestic	This is for charges associated with providing tap-water services. (Do not use for water delivery services. Those charges belong in 5210 - Operational Services)

***If you have a question on the object code for a proposed purchase, or if it falls into more than one category, please call Purchasing for assistance.***