



ARKANSAS STATE UNIVERSITY

Requisition Short-Cut

Instructions

- **Blanket/Standing Orders**
- **Dell Purchases**
- **Sodexo**
- **Information and Technology Services**
- **Printing Services**
- **Parking Services**
- **Facilities Management**
- **University Police**
- **A-State Bookstore-Follett**
- **First National Bank Arena**
- **Publications and Creative Services**
- **Alumni Association**
- **Campus Card Center**
- **Vendor Quicklist**
- **Commodity Code Quicklist**

August 2019

STANDING/BLANKET/OPEN REQUISITION

-Initiate requisition as usual using FPAREQN

- In comments enter **STANDING ORDER**

Requisition: R0265200

REQUISITION ENTRY: REQUESTOR/DELIVERY

Requestion: R0265200
Order Date: 07/22/2019
Transaction Date: 07/22/2019
Delivery Date: 07/22/2019

Comments: STANDING ORDER

Commodity Total: 0.00
Accounting Total: 0.00

In Suspense
 Document Text
 Document Level Accounting

Requestor/Delivery Information Vendor Information Commodity/Accounting Balancing/Completion

REQUESTOR/DELIVERY INFORMATION

Requestor: Lisa Glasco
Organization: 311201 Procurement
COA: J Arkansas State University-Jonesboro
Email: lglasco@asstate.edu

Street Line 2: Procurement Services
Street Line 3: 2713 Pawnee

Contact: Procurement Services
Attention To: Procurement Services
Building: C/O Central Rec
Floor:
City: State University
State or Province: AR
Zip or Postal Code: 72467
Nation:

Phone Area Code: 870
Phone Number: 9723449
Phone Extension:
Fax Area Code:
Fax Number:
Fax Extension:
Ship To: 077880

Area Code: 870
Phone Number: 9722028
Extension:

Street Line 1: Arkansas State University

- In Document Text enter – **EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020** and save. If the blanket/open order is for another time period, the Document Text statement should reflect those dates.

Procurement Text Entry: FOAPOXT 9.3.6 (PPRD)

Text Type: REQ Code: R0265200 Change Sequence: Item Number: Vendor: Commodity Description: Modify Clause: Copy Commodity Text: Default Increment: 10

PROCUREMENT TEXT ENTRY

Text: EFFECTIVE JULY 1, 2019 TO JUNE 30, 2020

Clause Number: Print: Line:

Record 1 of 1

-Click Save

-Click X to return to requisition.

-Click Next Section to move to Vendor Information tab

- Enter Vendor

- Click Next Section to move to Commodity/Accounting tab

- Enter commodity code for the commodity.
- Enter Description for supplies and services for the 2019-2020 fiscal year (Ex. *Unspecified supplies for FY 2019-2020*)
- Tax Group should be "P"
- Quantity should be "1"
- Enter Unit Price of amount to encumber from the department budget for blanket/standing purchases
- Click Next Section to move to Balancing/Completion tab
- Complete requisition
- When an invoice for payment arrives, write the PO number on the invoice and forward to accountspayable@astate.edu. No receiving is necessary on Blanket/Standing orders.

Dell Purchases

- The initiator must request a Dell equote from [Shane Johnston](#).
- The initiator will use the quote to initiate an online requisition in Banner.

Vendor ID: 50005425

- The initiator should enter the following in

Use the following commodity codes:

20701 - Computer Related Supplies

20401 - Non-Capital Computer Equipment (less than \$5,000)

20402 - Capital Computer Equipment (\$5,000 or more)

Put this information in Document Text:

SP-16-0019 (*this should be on Line 10 – first line of Document Text*)

Equote number

- Override the default commodity code description with the item description from the quote. **Use “U” in the tax group.**
- Use a space or dash (-) to separate text or numbers.
- **Do NOT use symbols such as @, #, %, &, /, _.**
- Write requisition number on quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the goods are delivered, the requesting department must receive in Banner.

For questions regarding the quote, contact the ITS Helpdesk at 972-3033.

The department is **not** responsible for a VPAT on Dell purchases since it is a State Contract!

SODEXO

Vendor ID: 50005351

Use Commodity Code - 96117.

Note: We strongly encourage you to use your PCard to order from Sodexo

- Initiate an online non-confirming requisition to Sodexo.
- Override the generic commodity code description with the **Catering Event Name - Date of Event – Invoice/Order Number** in the description line on Sodexo orders. No other information is needed since it is on the event form.
Example: Catering End of Semester Meeting 12-6-16 Order 3448
- Do NOT use symbols such as @, #, %, &, /, _.
- Enter the total amount from the event contract (including taxes).
- Use 'P' in the tax group.
- Write requisition number on Sodexo invoice/event form and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Procurement will send a copy to Sodexo and an email attachment to the requesting department.
- Once the event has occurred or the goods are delivered, the requesting department must receive in Banner.

Please see the [Dining Services - Catering](#) web site for more information.

INFORMATION AND TECHNOLOGY SERVICES

Vendor ID: 50554137

- Obtain a quote from Information and Technology Services.
- Initiate an online requisition to ASU Information and Technology Services.
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Do NOT use symbols such as @, #, %, & or abbreviate your description.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'P' for services or 'U' for purchases.
- Write requisition number on quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the goods/services are delivered, the requesting department must receive in Banner.

For more information, see the [Information and Technology Services](#) web site.

PRINTING SERVICES

Vendor ID: 50007261

Use the following Commodity Codes:

Business Cards - **96607**

Letterhead - **96651**

Envelopes - **96631**

Other Printing – **96676**

- Override the generic commodity code description with the specific description. Printing Services descriptions should begin with what you are purchasing: **(Envelopes, Letterhead, Brochure, Flyer, Business Cards, Poster, Binding, Flip Cards, and Manuals)** (*Example: Business Cards for Dr. Doe Qt. 250*)
- Do NOT use symbols such as @, #, %, & or abbreviate your description.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Enter 'NT' in Tax Group field.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order and send to Printing Services.
- Once the goods are delivered, the requesting department must receive in Banner.

Please see the [A-State Printing Services](#) web site for prices and estimates.

PARKING SERVICES

Vendor ID: 50185055

- The department completes and submits the [Event Parking Form](#).
- Parking Services will send a confirmation via email.
- Department submits and approves requisition (attaches copy of confirmation).

- Use Commodity Code - **96356** - Parking Placards and Permits.

- Select from the Commodity Descriptions below. Enter the Prices in the Amount field:
 - Parking Permit Event - \$1.00/day
 - Surface Parking Daily Set Up Fee - \$15.00/each per 50 spaces
 - Surface Parking Daily Per Space Fee - \$1.00
 - Deck Parking Daily Set Up Fee - \$25.00/each per 50 spaces
 - Deck Parking Daily Per Space Fee - \$3.00
 - Hooded Meter - \$1.00/day
 - Hooded Meter Set Up Fee - \$15.00/day
 - Departmental Placard Permit - \$80/year

- Document Text: Line 10 - Confirmation number from electronic invoice.

- Use "NT" in the tax group.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement creates purchase order and forwards to Parking Services.
- Parking Services provides permits and submits Invoice to Accounts Payable.
- Department receives goods/services.

Departments may also complete a requisition for a Standing/Blanket PO for multiple requests throughout the fiscal year.

Please see [Parking Services Event Parking](#) or contact Procurement Services at 972-2028 for more information.

FACILITIES MANAGEMENT

Vendor ID: 50545085

Sign Shop:

- Commodity Code - **08030** - Facilities Management Sign Shop Supplies
- Account Code - **711311** - Other Supplies and Materials
- Address Type - PO Sequence 4

Move Crew:

- Commodity Code - **96255** - Facilities Management Moving Services
- Account Code - **711701** - Other Expenses and Services
- Address Type: PO Sequence 2

Warehouse/Central Receiving:

- Commodity Code - **64565** - Facilities Management Warehouse Supplies
- Account Code - **711302** - Office Supplies
- Address Type - PO Sequence 5

Zone Maintenance:

- Commodity Code - **91041** - Facilities Management Zone Maintenance
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 6

Projects:

- Commodity Code - **91042** - Facilities Management Projects
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 3 **OR** PO Sequence 9 for Construction Projects

Lock Shop:

- Commodity Code - **91043** - Facilities Management Lock Shop
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 1

Landscape:

- Commodity Code - **91044** - Facilities Management Landscape and Grounds
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 7

Planning, Design, Construction:

- Commodity Code - **91045**- Facilities Management Planning, Design, Construction
- Account Code - **710401** - Bldgs. and Grounds Repair and Maint
- Address Type - PO Sequence 9

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- Request a quote via email from servicing department in Facilities Management.
 - Initiate a non-confirming requisition.
 - Enter **Vendor ID** and select the **appropriate PO Address Type** for the servicing department.
 - Select Document Text from the Related menu and enter the following:
 - **Enter the name of the servicing department employee that provided the quote.**
 - Enter the contact person, phone number, email address, and location (building and room).
 - Enter **Commodity Code** from the list above.
 - Enter the specific **Description** beginning with a noun (*Example: Paper copy 8.5x11-10 reams*).
 - Select Item Text from the Related menu to enter additional information about the commodity.
 - **Tax Group** 'NT' is defaulted in, do not change it.
 - Enter the **Quantity**.
 - Enter the **Amount** from the quote.
 - Repeat steps 5-10 for each additional item. Each item will need a separate Commodity record.
 - Write the requisition at the top of the quote received from Facilities Management via email send to procurement@astate.edu.
 - For Sign Shop purchases include a list of the names to be placed on the signage with the backup to Procurement.
 - Procurement will process the requisition and complete a purchase order. The PO will be sent to Facilities Management.
 - Once the servicing department provides the good or services, the initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.

For related questions, please see the [Facilities Management](#) web site or contact the Work Order Center at **x2067**.

UNIVERSITY POLICE

Vendor ID: 50543592

- Department contacts Jarrod Long at 972-2705 to schedule services.
- Department submits and approves requisition.
- Commodity Code: **99044** Event Security (711701 Other Expenses and Services).
- Commodity Description: Event Security for (Event Name and Date).
- Use “NT” in the tax group.
- Write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement creates a purchase order and forwards to UPD.
- UPD provides service and submits Invoice to Accounts Payable (AP).
- Department received service and AP enters invoice and processes payment.

AP deposits check at Cashier's Office into 110000-314502-711702-1720. For more, see the [University Police Department](#) web site.

A-STATE BOOKSTORE - FOLLETT

Vendor ID: 50005993

Note: The PCard may be used at the [A-State Bookstore](#).

To order using your PCard, send a faxed request to 972-2201. The Bookstore staff will prepare your order and have it ready for you to pick up.

- Initiate an online non-confirming requisition to ASU Bookstore/Follett.
- Enter the following in Document Text:
 - Contact person
 - Department contact phone number if different than initiator
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'U'.
- Complete requisition and write requisition number on quote/back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order and send to the A-State Bookstore.
- Once goods are delivered, the initiator will verify the Invoice information and process a receiving document for the item(s) in Banner.

FIRST NATIONAL BANK ARENA

Vendor ID: 50005471

Use the following Commodity Codes:

Room Rental – **97167**

Meals - **96117**

- Initiate an online payment (formally confirming) requisition to [ASU FNB Arena](#).
- Override the default Commodity Code description with the specific description and item number of the product being ordered.
- Any additional information for line items should be entered in Item Text.
- Enter quantity and amount.
- Use Tax Group 'P'.
- Complete requisition and write requisition number on back up documentation and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Procurement writes the PO number on the requisition, and then forwards the requisition and backup to Accounts Payable for payment.

PUBLICATIONS AND CREATIVE SERVICES

Vendor ID: 50186110

- Request quote from [Publications and Creative Services](#).
- Initiate a requisition.
- Enter Vendor ID.
- Enter Commodity Code **96677**.
- Override the default Commodity Code description with the specific description of the work requested.
- Use Tax Group 'NT'.
- Enter quantity and amount.
- Write the requisition number at the top of the quote and email to procurement@astate.edu .
- Procurement will process the requisition and complete a purchase order.
- Once the event has occurred or goods delivered, the initiator must receive in Banner.
- Creative Services will send the invoice to Accounts Payable where the payment will be processed.

ALUMNI ASSOCIATION

Vendor ID: 5006182

- For rate information, please contact the [ASUAlumni](#) office at alumni@astate.edu or call **870-972-ALUM (2586)** to make an appointment for a visit.
- Initiate a confirming requisition.
- Enter Vendor ID.
- Enter the contact person and phone number in Document Text if different from the initiator.
- Enter Commodity Code **97167**.
- Override the default Commodity Code description with the specific description of the rental information.
- Use Tax Group 'NT'.
- Enter quantity and amount.
- Write the requisition number on the top of the quote and email to procurement@astate.edu.
- Procurement will process the requisition and complete a purchase order.
- Once the event has occurred or goods are delivered, the initiator must receive in Banner.
- Cooper Alumni Center will send the invoice to Accounts Payable where payment will be processed.

CAMPUS CARD CENTER

Vendor ID: 50591696

Use the following Commodity Codes:

Campus Card Tap Reader – **20405**

Campus Card Badges and Temporary Cards – **08080**

Campus Card Express Dollars - **96110**

Campus Card Faculty Staff Meal Plan – **96112**

- Request a quote via email from Campus Card
- Initiate an Order Requisition
- Enter Document Text if additional information is needed about the purchase or the contact person is different from initiator.
- Override the generic Commodity Code Description with the specific description starting with a noun.
- Enter Item Text if additional information is needed about the commodity
- Tax Group 'NT' is defaulted in, do not change it
- Enter Quantity and Amount
- Repeat steps 4-7 for each additional item
- Write the Requisition Number at the top of the quote received from Campus Card Center
- Send the quote to procurement@astate.edu.
- Do not forget to initiate a Receiving Document.

Vendor ID	Vendor Name
50005258	Adidas America Inc
50197820	Agron Inc
50005558	Airgas Inc
50006249	Amazon.com
50006263	American Paper and Twine
50445480	Andy Frain Servs Inc
50005301	Anixter Inc
50004884	Apple Computer Inc
50142231	Art Advertising Inc
50005507	Associated Radiologists Ltd
50545085	A-State Facilities Management
50007261	A-State Printing Services
50006182	ASU Alumni Assn
50005489	ASU Foundation
50405609	ASU IT Store
50005432	ASU Red Wolves Foundation
50005048	AT&T
50030835	Athens Paper Co
50005478	B and H Photo Video
50553930	Breaking Bonds Ministries Inc
50005588	C and I Electrical Supply Co
50394560	Canon Solutions America Inc
50005003	Cardinal Supplies of AR Inc
50005033	CDW Government Inc
50005609	CenterPoint Energy Services Inc
50264407	Cintas Corporation No 2
50004770	City Water and Light
50335863	Cline Tours Inc
50007214	Cobb Medical and Safety Serv
50245396	Comfort Suites Jonesboro
50543276	Corinth Coca-Cola Bottling Works Inc
50368683	D & H Distributing Company
50005425	Dell Marketing LP
50005505	Dickson Orthopedics PA
50206271	Ditta Enterprises Inc
50005286	Elite Graphics LLC
50368906	Ellucian Company LP
50006116	Emery Pratt Co
50005028	Entergy
50005462	Enterprise Rent-A-Car Inc
50005193	FedEx Inc
50005346	Fisher Scientific Co Inc
50004991	G and K Services Inc
50033613	Gazaway Ace Hardware
50005454	Gibson's Sign Mart Inc
50437591	Goddess Products Inc

50186382	Gordon Food Service, Inc
50004800	Grainger Inc
50006473	Harris Pipe and Line Plumbing Serv
50005825	Henry Schein Inc
50413548	Holiday Inn Express Hotel LR
50022785	Holiday Inn Little Rock Airport East & Conference Center
50471314	Howard Technology Solutions Inc
50187306	Hugg and Hall Equipment Co
50005953	IDN Acme Inc
50005013	International Tours of Jonesboro Inc
50005847	Johnstone Supply
50004804	Jonesboro Regional Chamber Of Commerce
50005855	Jonesboro Winair Co
50005355	Jonesboro Winnelson
50005202	Lamar Outdoor Advertising
50305191	MARCK Recycling and Waste Services of NE AR LLC
50213295	Martin Industrial Supplies
50004806	Master Printing Co Inc
50028129	McKesson Medical Surgical
50005522	Mid South Plumbing and Electric
50212506	Midwest Library Services
50483907	Mobile Mini Inc
50005065	Municipal Light Water and Sewer
50004872	National Credit Mgmt
50005511	Nexair LLC
50005781	Paragould Communications Inc
50506794	Parts Town LLC
50490100	Performant Recovery Inc
50005615	Premium Refreshment Serv
50267919	Procure Inc
50005550	Pruitt Promotions Inc
50005115	RGB Mechanical Contractors Inc
50004869	S & S Recovery Inc
50005450	Sherwin Williams Co Inc
50006408	SHI International Corp
50483662	Shred-It USA LLC
50005351	Sodexo Inc
50008821	Southern Home Healthcare Inc
50231988	Sports Licensed Division
50004771	St Bernards Medical Ctr
50005506	Staffmark Inc
50478397	Staples Business Advantage Inc
50031531	Suddenlink
50029673	T2 Systems Inc
50042580	Taylor Made Golf Co
50005185	TEC
50005842	Trane-American Standard Inc

50005694	Travel With Us Inc
50005504	United Parcel Serv
50004597	US Dept Of Education
50183748	Verizon Wireless
50005405	West Memphis School District
50517889	Wholesale Electric Supply Co Inc
50005822	Xerox Corp

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
710101	Postage	96357	Postage Related Purchases-Stamps, Meters, etc	NT
710102	Freight and Delivery Service	91558	Shipping Charged by Vendor	U
		91559	Express Mail Services	NT
		96286	Freight Services-FedEx, UPS, Postal Service	NT
710201	Telecommunications	91551	Information Highway Electronic Services	U
		91575	Telephone Services-Cellular	U
		91577	Telephone Services-Local & Long Distance	P
		91579	Telecommunication Services-Other	U
		91585	Telecommunication Relay Services	U
710301	Printing Composition and Art Work	96515	Artwork-Camera Ready	U
		96546	Graphic Design Services for Printing	U
		96607	Business Cards Printed	U
		96611	Card Printing-Tab, Post, Form, etc	U
		96618	Copying Services	U
		96622	Decal Printing	U
		96628	Engraved & Embossed Services	U
		96631	Envelope Printing	U
		96642	Imprinting Services	U
		96651	Letterheads Printed	U
		96662	Offset Printing Booklet Saddle Stitch Binding (SM)	U
		96671	Paper Cutting Drilling Folding Punching Shredding	U
		96676	Printing Services-Other	U
		96677	Printing Services	NT
710302	Binding	12510	Bindery Supplies	U
		90820	Bookbinding Services	U
710303	Advertising	55762	Advertising Signage-Indoor	U
		91501	Advertising Agency Services	NT
		91502	Advertising (Notice of Bid Solicitation)	NT
		91503	Advertising & Public Relations	NT
		91504	Advertising-Outdoor Billboard, etc	NT
		91571	Newspaper & Publication Advertising	NT
710304	Film Processing	91538	Film and Slide Processing Duplicating and Touch Up	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
710401	Bldgs and Grounds Repair and Maint	03108	Air Curtains	U
		03144	Air Conditioning/Furnace Filters	U
		36010	Carpets & Rugs	U
		36028	Nonslip Floor Coverings	U
		36076	Tile & Carpet	U
		87020	Awnings Metal and Wood	U
		87070	Vertical Blinds	U
		87090	Window Shades	U
		91006	Buildings-Carpentry Maintenance & Repair	U
		91013	Buildings-Elevator Installation, Repair & Maint	U
		91015	Buildings-Door Installation, Repair & Maintenance	U
		91027	Garbage/Trash Removal Disposal & Treatment	U
		91030	Glass Replacement Maintenance and Repair	U
		91039	Janitorial & Custodial Services	U
		91041	Facilities Management Zone Maintenance	NT
		91042	Facilities Management Projects	NT
		91043	Facilities Management Lock Shop	NT
		91052	Buildings-Maintenance & Repair	U
		91054	Buildings-Painting Maintenance & Repair	U
		91059	Buildings-Pest Control	U
		91060	Buildings-Plumbing Maintenance & Repair	U
		91063	Public Utilities-Maintenance & Repair	U
		91072	Buildings-Window Tinting Services	U
		91082	Buildings-Wiring & Oth Electrical Maint & Repair	U
		98836	Grounds Maintenance-Mowing, Trimming, etc	U
		98888	Tree Trimming & Pruning Services	U
710402	Equipment Repair and Maintenance	05504	Automotive Air Conditioners & Parts	U
		06000	Automotive & Trailer Equipment, Generic	U
		06009	Batteries For Electric Vehicles	U
		06042	Automotive Filters-Air, Fuel, Oil, etc	U
		06057	Automotive Glass & Supplies-Door, Windshield, etc	U
		07564	Automotive Shop Equipment & Supplies	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		28760	Repairs-Electronic Equipment	U
		86305	Tires & Tubes-Passenger Vehicles	U
		86315	Tires & Tubes-Other	U
		92917	Automotive Shop Equipment Maintenance & Repair	U
		93107	Household Appliances Equipment Maint & Repair	U
		93606	Awards, Trophies, Collectibles, etc Maint & Repair	U
		93609	Alarm Equipment Maintenance & Repair	U
		93648	Industrial Equipment Maintenance & Repair	U
		93652	Luggage Handbags Purses Maintenance and Repair	U
		93657	Police Equipment Maintenance & Repair	U
		93673	Security & Access Systems Maintenance & Repair	U
		93863	Laboratory Equipment/Accessories Maint & Repair	U
		93881	Scientific Equipment Maintenance & Repair	U
		93906	Audio Visual Equipment Maintenance & Repair	U
		93921	Computers Maintenance & Repair	U
		93927	Copy Machine Maintenance & Repair	U
		93937	Electronic Equipment Maintenance & Repair	U
		93954	Microfilm & Microfiche Equipment Maint & Repair	U
		93959	Office Equipment Maintenance & Repair	U
		93960	Office Machines Maintenance & Repair	U
		93977	Sound Equipment Maintenance & Repair	U
		93987	Typewriter Maintenance & Repair	U
		95951	Marine Equipment Maintenance & Repair	U
710403	Vehicle Repair and Maintenance	55737	Gauges and Meters (Including Speedometers)	U
		92815	Vehicle Maintenance & Repair	U
		92884	Trailer Maintenance & Repair	U
710502	Water Sewage and Garbage	96184	Water Sewage Garbage	P
710504	Utilities-Requisitioned	96185	Utility Services	P
710601	Rent of Facilities	97105	Rent/Lease-Booth (Convention/Exhibit)	U
		97145	Rent/Lease-Office Space	U
		97155	Rent/Lease-Parking Spaces	U
		97164	Rent/Lease-Residence	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		97165	Rent/Lease-Room for Seminar, etc	U
		97167	Rent-Building/Rooms	NT
		97170	Rent/Lease-Storage Space	U
710602	Rent of Office Equipment	98512	Rent/Lease-Audio Visual Equipment & Accessories	U
		98526	Rent/Lease-Copy Machines	U
		98528	Rent/Lease-Coolers, Drinking Water	U
		98560	Rent/Lease-Postal Equipment	U
710603	Rent of Transportation Equipment	97511	Rent/Lease-Airplanes Helicopters and Accessories	U
		97586	Rent/Lease-Car, Truck, Van, etc	U
710604	Other Rentals	97168	Rent/Lease-Safety Deposit Box	U
		97182	Rent/Lease-Portable Toilets	U
		97513	Rent/Lease-Asphalt Equipment and Accessory	U
		97516	Rent/Lease-Automotive Accessories	U
		97535	Rent/Lease-Equipment with Operator	U
		97537	Rent/Lease-Garbage Equipment	U
		97540	Rent/Lease-Industrial Equipment	U
		98141	Rent/Lease-Gas Equipment	U
		98169	Rent/Lease-Storage Tank	U
		98172	Rent/Lease-Tents & Supplies	U
		98322	Rent/Lease-Clothing	U
		98386	Rent/Lease-Uniforms	U
710701	Membership and Association Dues	96348	Membership Dues	NT
710702	Conference and Seminar Fees	92460	Not For Credit Classes, Seminars, Workshops, etc	NT
		96337	Fees-Conference & Convention	NT
		96364	Registration Fees-Nontravel	NT
710801	Fees for Professional Services	91506	Audio Production	NT
		91507	Audio Recording	NT
		91514	Radio Broadcasting Services	NT
		91536	Facsimile (Fax) Services	NT
		91552	Journalistic Services	NT
		91572	Photography (Not Including Aerial Photography)	U
		91582	Video Production	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		91583	Satellite Television Services	NT
		91596	Web Page Design & Management Services	NT
		91806	Administrative Consulting	NT
		91807	Advertising Consulting	NT
		91814	Appraisals Consulting	NT
		91820	Small Business Consulting	NT
		91832	Consulting Services-Other	NT
		91838	Education & Training Consulting	NT
		91843	Environmental Consulting	NT
		91849	Finance/Economics Consulting	NT
		91858	Governmental Consulting	NT
		91897	Utilities Consulting	NT
		92045	Software Maintenance & Support Services	NT
		92047	Computer Support Services	NT
		92091	Computer Based Training	NT
		92416	Course Development Services	NT
		92418	Alternative Educational Services	NT
		92419	Educational Research Services	NT
		92420	Examination & Testing Services	NT
		92474	Special Education Services	NT
		92477	Teacher Certification Services	NT
		92478	Teaching & Instruction Services	NT
		92675	Radiation Dosimeter Services	NT
		94610	Accounting & Billing Services	NT
		94611	Accounting Services-Other	NT
		95207	Alcohol & Drug Testing Services	NT
		95224	Cultural Administration & Promotion Services	NT
		95245	Food Stamps/Coupons	NT
		95290	Client Training & Instruction	NT
710802	Other Administrative Fees	95816	Business Management Services	NT
		95826	Construction Management Services	NT
		95847	Freight Management Services	NT

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		95861	Insurance & Risk Management Services	NT
		95864	Laundry Management Services	NT
		95874	Personnel Management Services	NT
710803	Engineering and Architect Fees	90607	Professional Architect Services	NT
		90629	Environmental Architectural Services	NT
		90638	Architect Services-General Construction	NT
		91842	Engineering Consulting	NT
		92567	Mechanical Engineering	NT
710804	Legal Fees	91874	Legal Consulting	NT
710806	Laboratory and Diagnostic Services	94812	Ambulance Services	NT
		94846	Hospital Services	NT
		94855	Medical & Laboratory Services (Non-Physician)	NT
		94874	Professional Medical Services	NT
		94876	Psychologists/Psychological & Psychiatric Services	NT
		94880	Radiation Control & Leak Detection Services	NT
		94893	Medical Waste Disposal Services	NT
		94897	X-Ray Services	NT
710807	Honorariums	96161	Public Speaking Services	NT
710808	Referees and Officials	96168	Sports Professionals Services	NT
710903	Buildings and Contents Insurance	95377	Property & Casualty Insurance	NT
710906	Other Insurance	95352	Insurance & Insurance Services	NT
711001	Laundry and Uniform Service	95405	Laundry & Linen Service	NT
711002	Contract Labor	96269	Temporary Personnel Services	NT
711103	Tuition and Fees	92425	For Credit Classes, Seminars, Workshops, etc	NT
		96388	Tuition	NT
711104	Licenses Permits and Fees	96345	Licensing Fees	NT
711105	Other Permits and Fees	96316	Accreditation Fees	NT
		96339	Fees-Other	NT
		96341	Tournament Fees	NT
		96355	Permits	NT
		96356	Parking Placards and Permits	NT
711301	Fuel and Oil	40501	Fuel, Oil, Grease & Lubricants, Generic	NT

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		40503	Butane & Propane	NT
		40515	Gasoline-Automotive	A
		40521	Gasoline-Marine White	A
711302	Office Supplies	01525	Chemicals Inks and Supplies	U
		25080	Tests, Answer Sheets, Scoring Keys, etc	U
		25522	Decals	U
		31006	Envelopes-Clasp, String, etc	U
		31024	Envelopes-Plain, Special (Colored wove White wove)	U
		31030	Envelopes-Plain, Stock Sizes	U
		31067	Envelopes-Shipping & Mailing	U
		60001	Office Machines-Equipment	U
		60015	Calculators & Adding Machines	U
		60061	Fax Machine, Parts & Supplies	U
		60072	Multi-Function Office Machines	U
		60082	Shredders	U
		60097	Vacuum Cleaners	U
		60541	Office Supplies-Magnets	U
		60569	Office Supplies-Scissors & Shears	U
		60578	Seal-Notary & Departmental	U
		61501	Office Supplies-Generic including Toner	U
		61505	Office Supplies-Glue, Paste, etc	U
		61509	Office Supplies-Binders	U
		61515	Office Supplies-Books	U
		61519	Calendars, Calendar Pads, & Stands	U
		61525	Clipboards, Arch Boards, etc	U
		61529	Correction Fluid	U
		61533	Desk Accessories	U
		61535	Office Supplies-File Cards	U
		61539	File Dividers, Labels, Tabs, etc	U
		61541	File Folders-Expanding Envelopes, Wallets, etc	U
		61543	File Folders-Hanging Type & Accessories	U
		61545	File Folders-Regular-Legal & Letter Sizes	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		61551	Labels, Seals, Reinforcements, etc	U
		61562	Pads & Tablets-All Types	U
		61569	Paper Clips, Clamps, Fasteners, etc	U
		61572	Planners & Organizers	U
		61577	Rubber Stamps, Stamp Pads, Stamp Ink, etc	U
		61579	Rulers All Types	U
		61580	Sheet Protectors-All Types	U
		61581	Staples	U
		61588	Office Supplies-Tape, Tape Dispensers	U
		62060	Pencils & Accessories	U
		62080	Pens-All Types	U
		62081	Pen Refills-All Types	U
		62086	Erasable Pens & Markers	U
		62090	Markers & Highlighters	U
		64501	Paper (For Office and Print Shop), Generic	U
		64521	Bond Paper	U
		64531	Card Stock	U
		64533	Copy Paper	U
		64551	Index Paper	U
		64565	Facilities Management Warehouse Supplies	NT
		64569	Paper & Paper Products	U
		64580	Stationery & Envelopes	U
		86070	Tickets-Reserved Type	U
711303	Educational Supplies	03723	Cards-Greeting & Gift	U
		03734	Decorations-Christmas, Party, etc	U
		03743	Gifts (Including Gift Certificates)	U
		03752	Novelties & Advertising Specialty Products	U
		04042	Animals-Marine Life	U
		04087	Animals-Research & Other	U
		04095	Wildlife & Pet Bands, Labels & Tags	U
		05040	Drawing & Painting Supplies-Brushes, Canvas, etc	U
		05060	Picture Frames & Framing Supplies	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		05212	Collectibles, Museum Pieces, etc	U
		05264	Photographs	U
		05272	Posters & Prints (Not Originals)	U
		23245	String & Wire Art-Kits/Supplies	U
		58000	Musical Instruments & Supplies	U
		58035	Music Sheet & Folio	U
		58040	Musical Instrument Repair-Parts & Supplies	U
		58045	Musical Supplies	U
		78501	School Equipment, Teaching Aids & Supplies	U
		78505	Atlases, Charts, Globes & Maps	U
		78515	Blackboards, Chalkboards & Dry Erase Boards	U
		78520	Books-Class Register, Record & Plan	U
		78530	Chalk, Crayons, Erasable Markers, etc	U
		78532	Classroom Equipment & Supplies	U
		78543	Display Cabinets, Cases, Files, Racks, Stands, etc	U
		78544	Displays, Educational Kits, Models, etc	U
		78545	Drawing & Art Supplies	U
		78553	Educational Games & Toys	U
		78557	Erasers & Cleaners-Chalkboard & Dry Erase Board	U
		78570	Instructional Aids Courses Lesson Plans (Prepared)	U
		78572	Lecterns, Rostrums, Speaker's Stands, etc	U
		78573	Notebooks & Spirals	U
		78576	Class Paper Items-Compositions, Scrapbook, etc	U
		78580	Schoolroom Plays & Entertainment	U
		78583	Presentation Systems Equipment	U
		78587	School Resource Books & Materials	U
		78589	School Equipment for Physically Handicapped	U
		85515	Costumes & Accessories	U
		85546	Lighting Control Systems and Accessories	U
		85568	Scenery & Props	U
		88001	Visual Educational Equipment & Supplies	U
711304	Health and Laboratory Supplies	11505	Biochemical Reagents & Tests-Antibiotic Assays,etc	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		17501	Chemical Laboratory Equip & Supplies, Generic	U
		17503	Laboratory Aprons & Gloves	U
		17511	Cells & Cuvettes	U
		17513	Laboratory Chemicals	U
		17515	Laboratory Cleaning Equipment & Supplies	U
		17517	Laboratory Containers for Gases	U
		17523	DNA or RNA Equipment	U
		17527	Electrode Sensing Meters & Electrodes	U
		17528	Electrophoresis Supplies	U
		17532	Laboratory Filtering Apparatus & Filters	U
		17542	Laboratory Glassware	U
		17565	pH Buffer Solutions, Indicators & Papers	U
		17567	Pipetters & Dispensers	U
		17571	Platinum Ware Boats, Crucibles, Dishes, etc	U
		17574	Reagents & Chemicals-Ultrapur	U
		17582	Stirrers, Blenders, Homogenizers, Mixers & Shakers	U
		17585	Laboratory Syringes -Manual & Automatic	U
		18004	Acids-Inorganic	U
		18006	Acids-Organic	U
		19025	Alcohol-Ethyl, Isopropyl, Methyl, etc	U
		19036	Chemicals & Solvents-Bulk	U
		19340	Diagnostic Reagents & Tests	U
		19348	Drug Assay & Screening Test Kits	U
		19389	Chemistry Test Kits & Supplies	U
		19395	Virology Test Equipment & Supplies	U
		26972	Pharmacy & Misc Drugs	K
		26980	Serums, Toxoids & Vaccines	NT
		34540	First Aid & Safety Teaching Equipment/Supplies	U
		34556	Hats & Helmets	U
		43012	Containers (For Liquefied Gases) Large Dewars	U
		43027	Gas Cylinders Empty Commercial Sizes	U
		43033	Gas Mixtures-Special Purpose	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		43042	Laboratory Gases	U
		43051	Noble (Inert) Gases	U
		43072	Rare or Highly Purified Gases	U
		43092	Welding & Industrial Gases	U
		47013	Anatomical Braces and Supports Arm Slings Back Sup	U
		47501	Hospital & Medical Related Accessories, Generic	U
		47544	Hosiery-Orthopedic & Surgical	U
		47555	Medical Examination Equipment & Supplies	U
		47580	Syringes & Needles Hypodermic, Reusable	U
		47595	Vacuum Blood-Collecting Sets	U
		49001	Laboratory Equip & Supplies: Analytical, Generic	U
		49301	Laboratory Equip: Biochemistry, Generic	U
		49501	Laboratory & Field Equip & Supplies, Generic	U
		49510	Laboratory Animal Cages & Supplies	U
		49515	Aquariums & Supplies	U
		49520	Biology Equipment & Supplies	U
		49526	Biology Specimens & Cultures	U
		49575	Prepared Slides (Microscope)	U
		62515	Optical Calibration Equipment	U
		62546	Optical Components-Blanks, Domes, Filters, etc	U
		87567	Repellants-Animal & Birds	U
		88574	Water & Wastewater Treating Chemicals	U
711305	Agricultural Supplies	01930	Crops & Grains	NT
		04506	Appliances Small Electric	U
		04530	Disposal Units (Household)	U
		04551	Mixers Food (Household Types)	NT
		32501	Feed, Bedding, Vitamins for Animals, Generic	U
		32505	Animal Food & Feed	F
		33536	Fertilizer-Ferrous Sulfate & Chelates of Iron-Zinc	F
		33540	Fertilizers-Liquid	F
		59510	Bedding Plants & Cuttings	U
		59515	Flower Bulbs & Seeds	NT

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		59528	Flowers-Fresh	U
		59540	Nursery, Greenhouse & Floral Supplies	U
		59570	Trees-All Types	U
		59588	Vases, Flower Pots, etc	U
		67540	Insecticides and Fungicides	NT
		79020	Grass-Seeds	NT
		79050	Grass-Sod	NT
		79070	Top Soil, Fill Dirt, Sand, etc	U
		79080	Vegetable Seeds	NT
		81001	Spraying Equipment	U
711306	Computer Related Supplies	20413	Cables-Printer, Network etc	U
		20432	Drives-External (Jumpdrives, Flash Drives, etc)	U
		20439	DVD Duplicators	U
		20472	Computer-Power Supplies & Parts	U
		20701	Computer-Supplies, Generic	U
		20730	Compact Disks (CD), DVD ROM, etc	U
		20775	Projectors and Accessories	U
		28029	Communications Cable	U
		65529	Cameras	U
		84001	Television Equipment and Accessories	U
		84040	TV Audio Video Equip and Accessories-Non Capital	U
		88043	Projection Screens, Interactive Whiteboards	U
711307	Non Cap IT Equipment	20401	Non Capital-Computers and Laptops	U
		20403	Non Capital-Printers, Copiers and Projectors	U
		20404	Non Capital-iPads, Tablets and Cell Phones	U
		20488	Scanners Document Handheld Desktop and High Volume	U
711308	Computer Software	20801	Computer Software, Generic	U
		20811	Application Software	U
		20837	Database Software	U
		20841	Engineering Software	U
		20854	Internet & Website Software	U
711309	Promotional Materials	03778	Souvenirs-Promotional, Advertising, etc	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		71530	Display Exhibit & Promotional Materials	U
711310	Subscriptions and Publications	95635	Internet Database Subscriptions	NT
		95638	Library Services-Other	NT
		95640	Magazine Subscriptions	NT
		95649	Newsletter Subscriptions	NT
		95650	Newspaper Subscriptions	NT
		95658	Professional Document & Publication Subscription	NT
		95660	Professional Journal Subscriptions	NT
		95670	Research Services	NT
		95685	Training Material Subscriptions	NT
711311	Other Supplies and Materials	04501	Household Appliances & Equipment	U
		08030	Facilities Management Sign Shop Supplies	NT
		08078	Trophies, Plaques, Awards, Certificates, etc	U
		15001	Builder's Supplies, Generic	U
		15008	Cabinets Counters Shelves Storage Ready-Made	U
		15010	Construction Materials (Not Otherwise Classified)	U
		19532	Costume Jewelry	U
		20010	Athletic Clothing	U
		20016	Coats, Jackets, Parkas, Vests (Cold Weather)	U
		20025	Dresses, Skirts, Blouses	U
		20028	Formal Clothing (Tuxedos, Formal Gowns, etc)	U
		20070	Shirts-Dress & Casual	U
		20074	Silk Screened Shirts, Jackets, Hats, etc	U
		20085	Uniforms	U
		20087	Uniforms Synthetic Fabric	U
		20142	Gloves-All Types	U
		20167	Robes, Caps & Gowns (Choir & Graduation Types)	U
		24070	Plastic Ware-Dishes, Pots, Pans, Trays, etc	U
		28506	Ballasts	U
		28545	Lamps-Projector	U
		28547	Lamps-Decorative, Household	U
		28549	Lamps-Miscellaneous	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		28551	Science Lamps-Microscope, etc	U
		28554	Lighting Fixtures-Indoor	U
		28556	Lighting Fixtures-Outdoor	U
		28569	Misc Electrical Equipment & Supplies	U
		28712	Batteries & Hardware For Electronics	U
		30535	Drawing Boards Curves Protractors Templates Triang	U
		30542	Engineering Supplies-Misc	U
		30550	Engineering Field Equipment	U
		30559	Maps-Engineering/Topographical	U
		32071	Screws-All Types	U
		34084	Sprinkler Heads and Systems	U
		35010	Banners, Pennants, Flags, etc	U
		41501	Furniture-Laboratory	U
		42001	Furniture-Cafeteria & Library	U
		42501	Furniture-Office	U
		44077	Window Glass	U
		44501	Hand Tools, Accessories & Supplies, Generic	U
		44539	Hand Tools	U
		44561	Scoops, Shovels, Spades, Spading Forks, etc	U
		44582	Tool Sets-All Types	U
		45006	Batteries-Dry Cell	U
		45031	Flashlights & Spotlights-Security Type	U
		45032	Flashlights & Lanterns-Battery Type	U
		45034	Garbage Cans Containers and Racks	U
		45055	Locks & Keys	U
		45061	Pails, Buckets, Tubs, etc	U
		45062	Pads, Equipment Foundation, All Types	U
		45078	Animal Traps & Snares	U
		45093	Wire Stretchers	U
		48500	Janitorial Supplies, Generic	U
		48540	Janitorial Disinfectants	U
		48565	Janitorial Equipment & Supplies	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		48572	Mops-Heads & Handles, Wet Types	U
		52501	Library & Archival Equip, Machines, Generic	U
		52505	Archival Storage Materials (Acid Free)	U
		52510	Library Binders, Covers, Jackets, Protectors, etc	U
		52530	Book Mending, Rebinding & Repairing Supplies	U
		52540	Book Security Systems-Equipment & Supplies	U
		52570	Library Labeling Supplies	U
		52580	Library Supplies-Miscellaneous	U
		53050	Duffle & Tote Bags	U
		54001	Lumber, Siding & Related Products, Generic	U
		54023	Lumber-Hardwood, All Types	U
		54062	Plywood-Hardwood Type	U
		54078	Sawdust & Shavings	U
		63001	Paint & Related Products, Generic	U
		63056	Paint-House & Trim	U
		63064	Spray Paint	U
		63543	Paint Equipment-Accessories & Supplies	U
		64008	Bags-Food Storage (Including Freezer Type)	U
		64025	Corrugated Boxes & Sheets	U
		64028	Gift Wrap, Tissue Paper, Ribbons, etc	U
		64050	Paper-Cups, Doilies, Napkins, Plates, Straws, etc	U
		64060	Plastic & Styrofoam-Cups, Forks, Plates, etc	U
		64075	Toilet Tissue, Paper Towels & Toilet Seat Covers	U
		65515	Camera Accessories-Batteries, Flash, etc	U
		65525	Camera Carrying Cases	U
		65560	Darkroom Supplies	U
		65801	Pipe & Tubing-Accessories, Generic	U
		65860	Pipe-PVC	U
		65897	Tubing	U
		65906	Pipe & Tubing-Adapters	U
		65930	Pipe & Tubing-Connectors	U
		65933	Pipe & Tubing-Couplings	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		65987	Pipe & Tubing-Unions	U
		65997	Pipe Fittings-Miscellaneous	U
		66530	Engraving Machines (For Nameplates) Accessories an	U
		66542	Laminating Presses, Film, ID Pouches & Supplies	U
		66560	Plastic Rods & Tubes	U
		66576	Polycarbonate Sheets	U
		67001	Plumbing Equipment, Fixtures & Supplies, Generic	U
		67057	Plumbing Equipment, Accessories & Supplies	U
		68002	Access Control Systems & Security Systems	U
		68032	Burglar Alarms	U
		72501	Radio Communication Equipment	U
		73510	Rags, Shop Towels, etc	U
		80005	Boots & Shoes-Athletic, Sportsman Type	U
		80040	Shoes-Women and Girls	U
		80070	Shoes-Orthopedic	U
		80112	Sign-Brackets & Holders	U
		80158	Signs-Billboard, Advertising, etc	U
		80183	Signs-Non-Advertising	U
		80316	Disc Players-Compact, MP3, etc	U
		80385	Tape Recorders, Tape Players, etc	U
		80501	Sporting Goods & Athletic Equipment	U
		80515	Athletic Awards-Medals, Plaques, Trophies, etc	U
		80523	Bags-Sports Equipment	U
		83255	Tape (Not Otherwise Classified)	U
		85012	Blankets Bedding Mattresses	U
		85051	Fabrics-Synthetic & Artificial	U
		85076	Table Linens	U
		89501	Welding Equipment & Supplies	U
		89590	Welding Electrodes, Flux Rods, Wire & Soldering	U
711312	Non Cap Other Equipment	42504	Non Capital-Miscellaneous Equipment	U
711313	Books	78502	Books	U
711400	Food Drink Catering	37501	Food	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		37550	Pastry Shells	U
		39028	Fruits-Fresh	U
		39035	Ice	U
		39042	Dry Ice	U
		39084	Vegetables-Fresh	U
		39091	Drinking Water	U
		39334	Candy	U
		39377	Soft Drinks	U
		96117	Sodexo Catering	P
		96347	Meals-Nontravel	U
711501	Purchase for Resale	29500	Resale Inventory	C
		29999	IT Store Inventory	C
711701	Other Expenses and Services	96102	Administrative Services	NT
		96104	Artist Services	NT
		96113	Chartering Services-Transportation	NT
		96115	Catering & Concession Services	NT
		96130	Employment Agency & Search Firm Services	NT
		96145	Inspection & Certification Services	NT
		96146	Interpreter Services	NT
		96149	Attorney & Legal Services	NT
		96156	Program/Project Development & Management Service	NT
		96157	Musical Production Services	NT
		96160	Public Opinion Survey Services	NT
		96180	Tour Guide Services	NT
		96186	Veterinary Services	NT
		96205	Amusement & Entertainment Services	NT
		96213	Hospitality Services	NT
		96217	Bus, Taxi, Van & Limousine Services	NT
		96227	Document Shredding Services	NT
		96233	Engraving Services	NT
		96235	Picture Framing Services	NT
		96246	Installation & Removal Services-Other	NT

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		96251	Laminating Services	NT
		96255	Facilities Management Moving Services	NT
		96256	Moving Services	NT
		96258	Professional Services-Other	NT
		96263	Piano Tuning Services	NT
		96272	Restoration & Preservation Services	NT
		96278	Sewing, Embroidery, Embossing & Alteration Service	NT
		96287	Travel Local (Provided by Third Party)	NT
		96293	Vehicle Registration Services	NT
		96294	Bottled Water Services	NT
		96322	Allowances-All Types	NT
		96330	Contributions & Donations	NT
		96377	Sponsorships	NT
		96391	Warranties	NT
		99005	Alarm Services	NT
		99029	Disaster Preparedness/Emergency Planning Services	NT
		99033	Drug Detection Services	NT
		99042	Fire & Safety Services	NT
		99044	Event Security	NT
		99046	Guard & Security Services	NT
		99050	Installation of Security & Alarm Equipment	NT
		99253	Medical Equipment Testing & Calibration Services	NT
720100	Travel-Mileage	96346	Travel-Car Mileage	NT
720200	Travel-Meals	93346	Travel-Meals	P
720300	Travel-Lodging	97130	Travel-Hotel/Motel Accommodations	P
720400	Travel-Airfare	96178	Travel-Travel Agency Services	P
720500	Travel-Charter Service	96182	Travel-Transportation Services	P
		96216	Travel-Bus Transportation Services	P
720600	Travel-Vehicle Rental	96289	Travel-Vehicle Transportation Services	P
720700	Travel-Registration Fees	96365	Travel-Registration Fees	NT
730200	Improvements	75077	Capital-Roads-Sand, Gravel & Asphalt	U
		98852	Capital-Landscaping-Design, Fertilizing, Planting	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
730300	Construction in Progress	91276	Capital-Construction-General	NT
730400	Buildings	15542	Capital-Greenhouses & Equipment	U
730500	Equipment	02258	Capital-Farm Equipment	U
		03106	Capital-Heating & Air Conditioning Units	U
		03114	Capital-Chilled Water System	U
		04566	Capital-Refrigerators & Freezers	U
		07001	Capital-Vehicles-All Types	U
		07005	Capital-Slow Moving Vehicle	U
		12067	Capital-Wildlife Trapping Nets	U
		42044	Capital-Institutional Furniture-All Types	U
		42059	Capital-Lounge Furniture Upholstered	U
		42502	Capital-Office Furniture	U
		42554	Capital-Modular Furniture Panel Systems	U
		44592	Capital-Lawn Equipment	U
		49043	Capital-Laboratory Equipment	U
		49058	Capital-Microscopes-All Types	U
		49063	Capital-Natural Science Equipment	U
		49090	Capital-Laboratory Testing Instruments	U
		49377	Capital-Spectrophotometers	U
		51582	Capital-Sprinkler Systems and Parts Lawn and Turf	U
		51583	Capital-Tree Trimming and Pruning Equipment	U
		51585	Capital-Vacuum Cleaners	U
		54575	Capital-Machinery & Power Equipment	U
		58001	Capital-Musical Instruments	U
		58060	Capital-Pianos & Accessories	U
		60002	Capital-Office Machines & Equipment	U
		60038	Capital-Copy Machines	U
		62543	Capital-Laser Equipment	U
		65038	Capital-Playground Equipment	U
		65530	Capital-Movie Cameras	U
		72554	Capital-Security Systems	U
		72590	Capital-Wildlife Equipment	U

**Arkansas State University
Commodity Codes**

Account Code	Account Description	Commodity Code	Commodity Description	Tax Group
		74002	Capital-Refrigeration Equipment	U
		81095	Capital-Spraying Equipment	U
		83079	Capital-Tanks & Cylinders	U
		99826	Capital-Clothing	U
		99838	Capital-Engineering Equipment and Supplies	U
		99840	Capital-Fertilizer	U
		99847	Capital-Glass	U
		99865	Capital-Machinery Industrial	U
		99891	Capital-Sporting and Athletic Equipment	U
730600	Livestock	04000	Capital-Animals-Farm Type	U
730700	Library Media	71505	Capital-Library-Audio Cassettes & Compact Disks	U
		71510	Capital-Library-Books, Magazines, Periodicals, etc	U
		71512	Capital-Library-Reference Books	U
		71546	Capital-Library-Legal Books & Publications	U
730800	Capital Computer Equipment	20402	Capital-Personal Computer	U
		20476	Capital-Printers	U
		20489	Capital-Scanners and Readers	U
		20491	Capital-Computer Servers	U
		72559	Capital-Telecommunications Equipment	U
		84067	Capital-TV Audio Video Equipment and Accessories	U
		88011	Capital-Audio Visual Equipment	U
		88067	Capital-Projectors	U
731000	Non Capital Slow Moving Vehicles	07004	Non Capital-Slow Moving Vehicle	U
750150	Non-Student Stipends	75015	Non-Student Stipends	NT