

## Most Common Used Colleague Object Codes

### All Departments

Goods		
Object Code	Object Code Name	Examples
551070	Books & Periodicals	Books for office use or gifts.
550120	Toner	Toner only.
551130	Food, Groceries, & Meal	All consumable items for events including beverages. Examples; chips, sodas, water, parilladas, bread, and candy.
550110	Office Supplies	Folders, pencils, binders, portfolios, pens, paper, envelopes, paper clips, staplers, staples, tape dispensers, tape, shipping labels and all other items that are specific for administrative or office use.
551100	Promotional Activites & Items	All items with TSC logo or department promotional use including T-shirts, cups, folders, pencils, bottles, etc.
550130	Testing Software and Supplies	All software fees for <u>student testing</u> purposes only including scantrons and other supplies.
Services		
Object Code	Object Code Name	Examples
551080	Advertising	Outsourced services.
556100	Certification / License Fees	Professional certifications, inspections, etc.
551160	Conference & Registration Fees	Local conferences, webinars, workshops, etc.
554010	Contractual Svcs & Contract Labor	Outsourced services.
553020	Equipment Rental and Leases	Copier equipment rentals, fork lift rentals, water cooler rental, tables and chairs rentals, tablecloth rentals, etc.
550160	Freight/Ship Handling	
556010	Insurance	Property, Windstorm and Hail, Worker's Comp, and Student.
551060	Membership Fees	Organizations, governmental institutions, clubs, etc.
551140	Mileage/Transportation	Local transportation.
552060	Moving	
555080	Postage	
551090	Printing & Duplicating	Outsourced services. Overcharges for deparment print outs or color print outs.
551005	SACSCOC	SACSCOC expenses only.
554060	Security-General	Security services for special events.
552100	Signage	Production and installation of signage inlcuding parking, building, etc.
556150	Software License Fees	
551150	Student Travel	
551120	Subscriptions	Magazines, cloud-based and digital solutions.
556155	Technical Support	
557213	Training Expenses	To pay and reimburse training related expenses. This does <b>NOT</b> include: employee tuition, room rental, Registration fees to attend seminars or conferences, or supplies.
551132	Warranty Expense	Equipment warranty, additional warranty, etc.
Supplies, Furniture, Machinery, and Equipment		
Object Code	Object Code Name	Examples
550100	Instructional Supplies	Books (for courses), living specimens, lab waste removal, whiteboards, markers, medical supplies, tools, chemicals, and all other items that are for specific classroom, lab,program, or course use of a unit price value of less than \$500. <b>Items of a unit price value of more than \$500 should be coded under 559340, 559350, and 559360 accordingly.</b>
550150	Other Supplies	Napkins, plates, cups, detergent, cameras, desks, chairs, tables, bookshelves, tools, printers, monitors, stamps, organizers label makers etc. of a unit price value of less than \$500. <b>Items of a unit price value of more than \$500 should be coded under 559340, 559350, and 559360 accordingly.</b>
559340	Furn.Mach.& Equip < \$1,000	Desktop computers, catalyst, televisions, projectors, cameras, etc of a unit price value from \$500 to \$999.99.
559350	Furn.Mach.& Equip \$1k-\$5K	
559360	Furn.Mach.& Equip > \$5,000	

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