

ITEM CODING GUIDE FOR P-CARD TRANSACTIONS

This list is to be used as a coding guide when assigning object codes to P-Card Transactions.

Items highlighted in "blue" are on the "Prohibited Purchase/Exceptions List". Only those transactions which meet the "exception" guidelines are permissible.

For object codes which are highlighted in "pink", please refer the the conversion chart at the bottom of the Item Guide Listing.

The unit cost of the item should be taken into consideration when determining whether equipment or commodity coding will apply to an item. Remember that the criteria for determining commodities vs. equipment are:

1) Commodities are consumable goods and supplies that have a unit price of not exceeding \$100.00

2) If the unit price of the item is greater than \$100.00 and the useful life of the item is at least 1 year, it is considered "Equipment".

3) If shipping cost plus unit price of the item exceeds \$100.00, the item should be coded "Equipment".

Item Description	SAMS Code	Object Code
Accreditation Fee (non-site visit)	1285	4792
Acetic Acid - Household Use	1391	4603
Acetic Acid - Medical Use	1350	4626
Acetylene Gas	1310	4620
Acid	1310	4620
Adding Machine Paper	1304	4545
Adding Machines	1510	4468
Address Record Services	1289	4725
Addressing Machines	1510	4468
Addressograph Plates	1510	4468
Addressographs	1510	4468
Adhesive / Sealant / Rubber Caulking	1230	4839
Admission Fee	1289	4725
Advertising	1273	4703
Air Conditioner (Window Unit)	1599	4423
Air-Conditioning Installation and Repair	1223	4844
Aircraft Repairs and Rebuilding	1222	4836
Alcohol, Wood - Mechanical Use	1310	4620
Alcoholic Beverages	1360	4553
Almanacs - Library	1560	4444
Almanacs - other	1275	4864
Aluminum Sulfate Solution - Water Plant Use	1310	4620
Ambulance Service, Payment to Provider	1246	4759
Ammonia - Household and Laundry Use	1391	4603
Ammonia - Medicinal Use	1350	4626
Ammonia - Power Plant Use	1310	4620
Ammunition	1399	4536
Anemometers	1550	4474
Animal Bedding	1350	4510
Animal Registration Transfer Fee	1285	4792

Animal Visas	1285	4792
Animals - purchased for food	1360	4553
Animals - purchased for Laboratory Use	1350	4513
Animals-Slaughter (Service for Food)	1289	4725
Antifreeze (Automotive)	1896	5110
Antifreeze (Off-Road Equipment Use)	1345	4565
Appliances, Household-Size	1530	4429
Aprons	1370	4680
Armored Car Service	1289	4725
Art Supplies	1308	4539
Ash and Garbage (Trash) Removal	1248	4715
Ash Trays - Disposable	1304	4545
Ash Trays - Office Use	1394	4630
Association Dues	1277	4707
Athletic Equipment, Repair/Maintenance of	1229	4842
Atlases - Library	1560	4444
Atomizers	1550	4474
Audio/Visual Aid, Rental of	1237	4824
Audio/Visual Equipment, Rental of	1237	4824
Audio/Visual Supplies	1308	4539
Audiology Service, Payment to Provider	1246	4759
Automotive Expense, Not Elsewhere Classified	1899	5120
Automotive Fluids (Hydraulic/Transmission), Lubricants, Engine Oil - Automotive Equipment	1896	5130
Automotive Services, Not Elsewhere Classified	1898	5123
Awards/Soft Goods (To Include: Letter Rings)	1399	4536
Awls	1395	4650
Awnings, Repair & Maintenance	1223	4844
Axes	1395	4650
Axles, Auto	1894	5160
Badges	1399	4536
Bags, Grain	1392	4559
Bags, Ice	1396	4623
Bags, Laundry	1397	4600
Bags, Paper	1399	4536
Balance	1550	4474
Baling Wire - hay press use	1392	4559
Balls: base, tennis and golf	1399	4536
Balls: Float, Rubber and Siphon	1230	4839
Bandages	1350	4626
Banners	1289	4725
Baseball Equipment: Bats, Gloves, Masks, etc.	1398	4542
Basin Corks and Stops	1391	4603
Basin: granite or tin	1391	4603
Baskets, Bushel	1398	4542
Baskets, Letter	1510	4471
Baskets, Test Tube	1396	4623
Baskets, Waste	1510	4471
Baskets: Hanging, Laundry	1397	4600
Bath, Eye (cup)	1350	4626
Bathing Suits	1370	4680
Bathtubs	1230	4839
Bats, Baseball	1398	4542
Batteries - Charging of Auto	1893	5170
Batteries - flashlight	1399	4536
Batteries - Motor Vehicle	1894	5160
Battery, Rechargeable	1398	4542
Beakers	1350	4626

Beakers, Laboratory	1550	4474
Beaters: Carpet	1397	4600
Beaters: Egg	1397	4600
Bed Pads	1391	4603
Bed Pans	1396	4623
Bed Spreads	1391	4603
Bedding Materials - for animals	1392	4559
Beds/Bed Springs/Bed Frames	1530	4429
Bees	1392	4559
Bells, Door	1230	4839
Belt Dressing	1894	5160
Belting / V-Belts / Belt Hooks / Belt Lacing	1230	4839
Benches, Hall	1530	4429
Bibles - Library	1560	4444
Bibs, Compression and Hose	1230	4839
Billing Machine	1510	4468
Binder Twine	1392	4559
Binders, Loose-Leaf	1304	4545
Binders, Pamphlet	1304	4545
Binding Service	1243	4713
Birds: Non-Laboratory and Non-Farm Use	1398	4542
Birdseed	1399	4536
Bits, Auger	1395	4650
Blacking, Shoe -non-industrial use	1391	4603
Blacksmithing	1289	4725
Blank Keys	1399	4536
Blankets, Horse	1398	4542
Blankets, Rubber	1396	4623
Blankets: cotton and woolen	1391	4603
Blasting Powder and Supplies	1399	4536
Bleaches	1391	4603
Block Salt	1392	4559
Blocks, Butcher	1530	4429
Blood Plasma	1350	4626
Blotters	1304	4545
Blouses	1370	4680
Blueprint Machine	1510	4468
Blueprint Paper	1304	4545
Blueprinting	1280	4733
Blueprints	1280	4733
Bluing	1391	4603
Boards: Bread	1397	4600
Boards: Ironing	1397	4600
Boards: Meal	1397	4600
Boat Repair	1222	4836
Boiler Compound	1310	4620
Boiler Inspection & Repair / Boiler Repair Panes / Boiler Cleaning / Steam & Chill Water System Repairs	1223	4844
Bonnets	1370	4680
Bookcase - Office Use	1510	4471
Books	1599	4414
Books, Continuations - Library	1560	4447
Books, on CD-ROM	1599	4414
Books/Materials, Library	1560	4444
Booth, Rental of	1239	4830
Boots / Shoes: leather and rubber	1370	4680
Bottled Water, Rental of	1239	4830

Bottles	1350	4626
Bottles, Medical, Scientific and Laboratory Supplies: Drop, Glass Stoppered, Hot Water, Medicine and Nursing	1396	4623
Bowls: Chopping (Moveable)	1397	4600
Bowls: Food (Moveable)	1397	4600
Bowls: Wash (Moveable)	1397	4600
Boxes	1394	4630
Braces, Carpenters' Ratchet	1395	4650
Brake Parts (Auto or Truck)	1894	5160
Brass Polish	1391	4603
Bricks	1230	4839
Bridles and Bridle Bits	1398	4542
Broadcast Rights	1285	4792
Brochures	1302	4635
Brooms	1397	4600
Brush	1395	4650
Brushes	1397	4600
Brushes (equipment parts and fittings--in-house repair and maintenance): carbon	1230	4839
Brushes (Office Supplies): Typewriter	1304	4545
Buckets: Galvanized	1397	4600
Buckets: Mop	1397	4600
Buckets: Tin	1397	4600
Buckets: Wood	1397	4600
Buffets	1530	4429
Building & Ground Maintenance	1248	4715
Building Maintenance	1248	4715
Bulbs, Electric	1230	4839
Bulbs, Plant	1392	4559
Bulletin Boards	1510	4471
Bumpers, Auto	1894	5160
Bureaus	1530	4429
Burners, Bunsen	1398	4542
Burrs, Medical	1396	4623
Burrs, other	1395	4650
Bushings	1230	4839
Butchers' Steel	1397	4600
Cadavers	1350	4626
Cafeteria Equipment	1530	4429
Cafeteria Supplies	1391	4603
Calculators	1510	4468
Calendars (including Pads and Stands)	1304	4545
Calipers	1395	4650
Camera & Camera Accessories	1599	4423
Cameras – Scientific Use	1550	4474
Can Openers	1397	4600
Candelabra	1530	4429
Candles	1399	4536
Canes	1396	4623
Canopies (Kitchen)	1530	4429
Cans, Medical Use	1396	4623
Canvas Suits	1370	4680
Caps (clothing)	1370	4680
Caps, Ice	1396	4623
Carbon Paper	1304	4545
Carbon Tetrachloride - cleaning	1391	4603
Carbon Tetrachloride - Refill of Fire Extinguishers	1399	4536
Carborundum: Cloth	1310	4620

Carborundum: Paper	1310	4620
Carborundum: Paste	1310	4620
Cards, Index (not printed)	1304	4545
Cards, Playing	1399	4536
Carpentry Repair	1223	4844
Carpet Beaters	1397	4600
Carpet Sweepers	1530	4429
Carpets, Cleaning	1248	4715
Cartons	1399	4536
Cartridges	1399	4536
Cases	1394	4630
Cash Registers	1510	4468
Cashboxes (tin, small)	1394	4630
Caskets	1399	4536
Casters (Replacement)	1230	4839
Catering/Prepared Meals (by Vendors)	1289	4755
Catheters	1350	4626
CD-ROM - Library	1560	4444
Cement	1230	4839
Cement, Rubber - Office Use	1304	4545
Centrifuge	1550	4474
Chains	1395	4650
Chair Pads - Office Use	1510	4471
Chairs - Office	1510	4471
Chalk, Blackboard	1510	4468
Chalk, Carpenters	1310	4620
Charcoal - cooking	1399	4536
Charcoal - use by poultry	1392	4559
Charts	1304	4545
Check Machines	1510	4468
Cheesecloth	1391	4603
Chemicals, Household/Janitorial Use	1391	4603
Chemicals, Industrial Use	1310	4620
Chemicals, Laboratory Use	1350	4626
Chemicals, Medical Use	1350	4626
Chemicals, Water Treatment	1310	4620
Chemise	1370	4680
Chest	1530	4429
China Bowls and Dishes	1397	4600
Chiropractic Service, Payment to Provider	1246	4759
Chisels	1395	4650
Chisels, Bone	1550	4474
Circuit Breakers	1230	4839
City Directories	1275	4864
Clamps, Artery	1350	4626
Clamps, Furniture	1395	4650
Cleaners, Test Tube	1350	4626
Cleaning Buildings, Carpets and Windows	1248	4715
Cleaning Compounds	1391	4603
Cleaning Equipment	1397	4600
Cleaning Supplies	1391	4603
Cleavers	1397	4600
Clevis	1395	4650
Clinical Instruments	1550	4474
Clipboards, Medical	1396	4623
Clipboards, Office	1304	4545
Clippers, Bolt	1395	4650
Clipping Service (News)	1289	4725

Clock - Office Use	1510	4471
Clock Repairs	1229	4842
Cloth (household uses): cleaning oil, scrubbing, table and tray	1391	4603
Clothes Dryers	1530	4429
Clothes Hangers	1397	4600
Clothes Lockers - Office Use	1510	4471
Clothes Trees - Office Use	1510	4471
Clothes Washers	1530	4429
Clothing	1370	4680
Clothing Alterations	1289	4725
Coal	1341	4533
Coal / Limestone / Grain Hauling Services	1289	4725
Coats (clothing)	1370	4680
Coffee Grinders (Hand-Driven)	1397	4600
Coffee Grinders (Power-Driven)	1530	4429
Coke	1341	4533
Colanders	1397	4600
Combs, Hair	1391	4603
Comforters	1391	4603
Commissions	1289	4721
Commodities	1230	4839
Commodities, Not Elsewhere Classified	1399	4536
Compacts	1391	4603
Compasses, Carpenters'	1395	4650
Compressed Gas Tanks, Rental of	1239	4830
Computer Adapter	1394	4630
Computer Card - Video, Sound	1515	4420
Computer Carrying Case	1515	4420
Computer Equipment, Rental of	1235	4822
Computer Equipment, Repair/Maintenance of	1225	4837
Computer Memory Upgrade	1515	4420
Computer Mouse	1394	4630
Computer Paper	1304	4545
Computer/Printer Repair Parts (No Labor Costs - Parts Only) - Includes cables	1230	4839
Conductor Pipe and Fittings	1230	4839
Conference Expenses, Payment to Vendor	1274	4820
Conference Room, Rental of	1239	4830
Contact Lenses	1350	4626
Cooking Utensils	1397	4600
Coolers, Water	1530	4429
Copier, Repair/Maintenance of	1221	4838
Copiers	1510	4468
Copper Wire (Electric)	1230	4839
Copper, Sheet (Used as Maintenance Material)	1230	4839
Copy Holders (stenographer's)	1510	4468
Copying	1280	4733
Copyright permission fee	1282	4850
Cord, Lamp	1230	4839
Corer, Apple and Cabbage	1397	4600
Corkscrews	1397	4600
Cosmetics	1391	4603
Costumes, Caps, Gowns, Rental of	1239	4830
Cots (Sleeping)	1530	4429
Couplings, Conduit and Pipe	1230	4839
Court Costs	1266	4735
Court Reports	1266	4735
Covering, Pipe	1230	4839

Covers, Seat (Automobile)	1894	5160
CPU	1515	4420
Cradles	1530	4429
Crayon	1304	4545
Credenza	1510	4471
Credit Checks/Credit Reports	1289	4725
Crochet Hooks and Needles	1395	4650
Crocks and Crockery	1397	4600
Croquet Sets	1398	4542
Crowbar	1395	4650
Cruets (Vinegar, Oil, etc.)	1397	4600
Crutches	1350	4626
Crutches and Crutch Tips	1396	4623
Cues, Billiard And Pool	1398	4542
Cups, (Household Use)	1397	4600
Cups, Grease	1395	4650
Cups, Invalid	1396	4623
Cups, Paper	1391	4603
Curtain Stretchers	1530	4429
Cutlery	1397	4600
Cutter (Bread and Other Foods)	1397	4600
Cutters, Glass	1395	4650
Cylinder, Rental	1239	4830
Data Processing Equipment, Rental of	1225	4822
Dating Stamps	1510	4468
Defrosters, Auto	1894	5160
Dental Equipment	1550	4474
Dental Instrument	1550	4474
Dental Plates (Made by Dental Laboratory)	1246	4759
Dental Services (To Non-State Wards), Payment to Provider	1246	4759
Dental Supplies	1350	4626
Deodorants	1391	4603
Deposits/Guarantees	1289	4725
Desk Lamp	1510	4471
Desk Pads	1510	4468
Desk Shears	1510	4468
Desk Tops (Glass or Compressed Material)	1510	4471
Desk Tops, Glass (Replacements)	1230	4839
Desk, Office	1510	4471
Diaper	1370	4680
Diaries	1304	4545
Dictaphone	1510	4468
Dictionaries	1510	4468
Dietic Service, Payment to Provider	1246	4759
Diploma Covers	1302	4635
Diplomas	1304	4545
Dippers	1397	4600
Directories	1275	4864
Dirt Hauling/Spreading/Re-sodding	1248	4715
Dishes (Food and Household Uses)	1397	4600
Dishes, Petrii	1350	4626
Dishwashers	1530	4429
Disinfectants	1391	4603
Disinfecting Apparatus	1550	4474
Disk Drive	1515	4420
Diskette, Computer	1304	4545
Disposal, Garbage (Unit)	1530	4429
Distilled water - Battery Use	1310	4620

Distilled Water - Medical Use	1350	4626
Dividers - Office Use	1304	4545
Doilies	1391	4603
Door Materials: Latches & Replacement Door Units (to be installed by SIU Employees)	1230	4839
Door Mats - Household Use	1397	4600
Door mats - office use	1510	4471
Dorm Equipment and Furniture	1599	4417
Drafting Instruments	1510	4471
Drafting Stools	1510	4471
Drafting Tables	1510	4471
Drafting/Engineering Supplies	1308	4539
Draperies (Repair)	1230	4839
Drawing Paper	1304	4545
Drawing Supplies - Office Use	1304	4545
Drawing Supplies (school)	1399	4536
Drill	1395	4650
Drinking Water (bottled)	1391	4603
Drinking Water (Services)	1239	4830
Droppers, Medicine	1350	4626
Dry Cleaning Services - Institutional	1248	4715
Dry Cleaning Services - Personal (Wards)	1289	4725
Dry Cleaning Supplies	1391	4603
Dry Silver Paper	1304	4545
Duplicating Service	1280	4733
Dust Pans - Institution Use	1397	4600
Dust pans - office use	1510	4468
Dynamite	1399	4536
Dynamite Caps and Fuses	1399	4536
Ear Plugs	1399	4536
Educational Materials/Supplies	1308	4539
Eggbeaters	1397	4600
Elbows (Conductor Pipe and Conduit)	1230	4839
Electric Batteries (dry)	1399	4536
Electric Batteries (storage) -- Motor Vehicle Use	1893	5170
Electric Meters -- Research and Educational Use	1550	4474
Electrical / Electronic Parts & Supplies	1230	4839
Electrical Measuring Instrument	1550	4474
Electrical Repairs to Buildings	1223	4844
Electricians' Tools	1395	4650
Electronic / Electrical Supplies for instructional use	1308	4539
Electronic Equipment, Rental of	1234	4826
Electronic Equipment, Repair/Maintenance of	1224	4840
Elevator Inspection Fees	1248	4715
Emblem (badge and star) / Patches	1399	4536
Emery Powder, Cloth Paper and Paste	1310	4620
Engine Oil - Road Use	1345	4565
Engineering Instrument	1550	4474
Engraving	1280	4733
Engraving Tools (Hand)	1395	4650
Envelopes	1304	4545
Equipment, Computer/EDP	1515	4420
Equipment, Household / Janitorial	1530	4429
Equipment, Not Elsewhere Classified	1599	4423
Equipment, Office	1510	4468
Erasers (Rubber)	1304	4545
Exhaust Parts	1894	5160
Exhibit Fee	1239	4830

Expendable Library Supplies	1304	4545
Expendable Office Supplies	1304	4545
Explosives	1399	4536
Extension Cord	1510	4468
Extermination Services / Mosquito Abatement	1248	4715
Eyeglass Repairs	1229	4842
Eyeglasses, Frames	1350	4626
Eyeglasses, Lenses	1350	4626
Fabric	1399	4536
Face Powder	1391	4603
Facial Tissue	1391	4603
Farm Equipment, Repair of	1224	4840
Farm Tools	1395	4650
Farm/Garden Supplies	1392	4559
Feed (livestock)	1392	4559
Feeding Cups	1350	4626
Ferrules (Plumbing and Steam Fitting)	1230	4839
Fertilizers	1392	4559
File Cabinet	1510	4471
Files (Tool)	1395	4650
Files, Fingernail	1391	4603
Filing Service	1266	4735
Film (unprocessed)	1399	4536
Film Developing	1280	4733
Film, Rental of	1237	4824
Film/Videotape, Prerecorded	1398	4542
Filter Paper	1350	4626
Filters - for mechanical use	1310	4620
Filters: Air, Fuel, Oil - Vehicle Use	1894	5160
Fire Alarm System / Security System, Repair & Maintenance of	1223	4844
Fire Extinguishers, Recharging and Inspecting	1229	4842
Fire Extinguishers, Repair/Maintenance of	1229	4842
Firearms, Repair/Maintenance of	1229	4842
First Aid Kits	1550	4474
Fittings, Pipe	1230	4839
Fixing Powder, Photostat	1399	4536
Flags	1398	4542
Flashlights	1395	4650
Floats (Plumbing)	1230	4839
Floor Wax	1391	4603
Flower Pots	1392	4559
Flower Seeds	1392	4559
Flower, Florist Arranged (Basket, Spray, Wreath, Cut Flowers)	1289	4725
Flowers, Plants, Trees, Bushes etc.	1392	4559
Flue Cleaners	1395	4650
Fluid, Correction	1304	4545
Fly Paper and Swatters	1391	4603
Food - for Animals used for Laboratory Purposes	1350	4510
Food - for animals, fish, etc., not used for educational or laboratory purposes	1392	4559
Food - for Human Consumption (Grocery Items)	1360	4553
Food Carts and Wagons	1530	4429
Food Conveyors	1530	4429
Food Service Equipment	1530	4429
Footballs	1398	4542
Forceps	1550	4474
Foreign Convention Travel, Payments to Vendors	1294	4322
Foreign Travel - Payments to Vendors	1294	4326

Forklift, Repair of	1224	4840
Forks (Small Tools) : Garden, Hay, Manure, Pitch, and Stable	1395	4650
Forks, Table	1397	4600
Forms, Printed	1302	4635
Frames, Hacksaw	1395	4650
Freight, Express and Drayage	1205	4751
Fruit Jars	1397	4600
Funnels, Carbureting	1350	4626
Funnels, Household	1397	4600
Funnels, Mechanical	1395	4650
Furnishing, Household	1530	4429
Furniture - Office Use	1510	4471
Furniture Polish - Office Use	1304	4545
Fuse Powder and Wire	1399	4536
Galvanometers	1550	4474
Games	1398	4542
Garbage Cans	1397	4600
Gases - for Laboratory Use (For Example: Helium, Oxygen, etc)	1350	4626
Gasoline Cans (Automobile)	1899	5120
Gasoline Cans (Off-Road Use)	1395	4650
Gasoline, Oil & Antifreeze - for Automotive Equipment	1896	5135
Gasoline/Fuel for Automobiles	1896	5130
Gasoline/Fuel for other than Automotive - for Off-Road Equipment (ie. Aircraft, etc)	1345	4565
Gauze	1350	4626
Gavel	1510	4468
Generators, Motor Vehicle	1894	5160
Glass / Glass Window Panes (Replacement)	1230	4839
Glass, Auto	1894	5160
Glass, Optical	1350	4626
Glazing	1223	4844
Gloves, Surgeons'	1350	4626
Gloves, Welding	1395	4650
Gloves: dress and work	1370	4680
Glue - Furniture Repairing Use	1230	4839
Glue - Office Use	1304	4545
Goggles, Welding	1395	4650
Gowns (ordinary and surgeons')	1370	4680
Grain Alcohol	1350	4626
Grain Probes	1395	4650
Graphic Supplies	1399	4536
Grass Seed	1392	4559
Graters	1397	4600
Grates (Stove, Furnace and Stoker), Replacement	1230	4839
Gravel / Rock / Sand / Emulsified Mix / Asphalt	1223	4844
Grease / Oil, Lubricating	1310	4620
Griddles	1397	4600
Grinders, Coffee and Meat	1530	4429
Grooving Tools	1395	4650
Ground Maintenance	1248	4715
Hacksaw Blades	1395	4650
Hacksaw Frames	1395	4650
Haircuts	1289	4725
Half-soling Shoes	1229	4842
Hall Mats	1397	4600
Hall Trees - Office Use	1510	4471
Hammers (Small Tools) : Brick, Claw, Machinist, Shoe, and Sledge	1395	4650
Hammocks	1530	4429

Hampers, Clothes	1397	4600
Handballs	1399	4536
Handcuffs	1398	4542
Handles and Tools	1395	4650
Hardware-Misc Supply Items (Nuts, Bolts, Screws, Brackets, etc)	1230	4839
Hatchets	1395	4650
Hats	1370	4680
Headlight Bulbs - Motor Vehicles	1894	5160
Headlightbulbs - Off Road Motor Vehicles	1230	4839
Hearing Aids	1550	4474
Heaters, Auto	1894	5160
Heaters, Oil (Room)	1530	4429
Heating System, Repair of	1223	4844
Hemoglobinameters	1550	4474
Herbicide / Insecticide, for Farm/Garden Use	1392	4559
Hockey Sticks	1398	4542
Hoes	1395	4650
Hone (Razor)	1397	4600
Hose - Automobile	1894	5160
Hose - clothing	1370	4680
Hose, Elastic	1350	4626
Hose, Garden	1397	4600
Hosiery	1370	4680
Hospital Equipment (Technical And Scientific): Surgical, Operating, X-Rays, etc.	1550	4474
Hospital Expenses - Treatment of Patients In Private Hospitals, Payment to Provider	1246	4759
Hospital Stretchers	1550	4474
Hospital/Medical Services, Pymt to Providers	1246	4759
Hot Plates	1530	4429
Hotplate	1550	4474
Hot-Water Bottles	1396	4623
Household Equipment	1397	4600
Household Supplies	1391	4603
Household/Janitorial Equipment, Repair/Maintenance of	1221	4838
Hydrometer - Medical Use	1396	4623
Hydrometer - Motor Vehicle Use	1398	4542
Ice	1360	4553
Ice Crushers (Power Driven)	1530	4429
Ice Picks and Tongs	1397	4600
Ice Shaver	1397	4600
Illinois Revised Statutes - Library	1560	4444
Implements; Tractors; Farm/Lawn & Garden Equipment	1540	4456
Imprinted Items	1399	4536
Incubators, Bacteriological	1550	4474
Industrial Machines, Rental of	1234	4826
Industrial Machines, Repairs to	1224	4840
Information Service	1289	4725
Ink (for printing purposes)	1304	4545
Ink Pads	1304	4545
Ink, Mimeograph	1304	4545
Ink, Pen	1304	4545
Insecticides	1391	4603
Insignias	1399	4536
Installation of Computer/EDP Equipment (Vendor to install upon delivery of computer/EDP equipment purchases)	1515	4420
Installation of Equipment, Not Elsewhere Classified (Vendor to install upon delivery of Equipment, not elsewhere classified purchases)	1599	4423

Installation of Household, Laundry, or Cleaning Equipment (Vendor to install upon delivery of Household/Laundry/Cleaning equipment purchases)	1530	4429
Installation of Machinery, Implements, or Major Tools (Vendor to install upon delivery of Machinery/Implements/Major Tools purchases)	1540	4456
Installation of Medical, Scientific, or Laboratory Equipment (Vendor to install upon delivery of medical, scientific, or laboratory equipment purchases)	1550	4474
Installation of Office Equipment (Vendor to install upon delivery of office equipment purchases)	1510	4468
Installation of Office Furniture (Vendor to install upon delivery of office furniture purchase)	1510	4471
In-State Convention Travel, Payment to Vendors	1293	4342
In-State Travel, Payments to Vendors	1293	4346
Instructional Materials/Supplies	1308	4539
Instruments, (Scientific) : Dental	1550	4474
Instruments, (Scientific) : Hospital	1550	4474
Instruments, (Scientific) : Medical	1550	4474
Instruments, (Scientific) : Optical	1550	4474
Instruments, (Scientific) : Veterinary	1550	4474
Insurance Premium - Automobile	1898	5123
Insurance Premiums	1271	4866
Internet Service	1289	4725
Interviewee Expenses, Payments to Vendor	1281	4769
Ironing Boards	1530	4429
Irons	1530	4429
Irrigators, Medical	1350	4626
Jacks, Auto	1894	5160
Janitorial Service	1248	4715
Janitorial Supplies	1391	4603
Journal Subscriptions	1275	4864
Kettles, Ordinary	1397	4600
Keyboard	1515	4420
Keys	1399	4536
Kindling Wood	1399	4536
Kitchen Pans	1397	4600
Knitting Needles	1310	4620
Knives (Small Tools) : Draw, Shoe, etc.	1395	4650
Knives, Household	1397	4600
Knives, Sharpening	1229	4842
Knives, Surgical and Mechanical	1396	4623
Lab Furnace	1550	4474
Labels, Plain	1304	4545
Labels, Printed	1302	4635
Laboratory Supplies	1350	4626
Laboratory, Scientific Equipment	1550	4474
Lag Screws	1230	4839
Lamps, Alcohol - Laboratory Use	1350	4626
Lamps, Electric - Office Use	1510	4471
Laptop	1515	4420
Latches: Gate, Door, etc.	1230	4839
Laundry Equipment	1397	4600
Laundry Service, Institutional	1248	4715
Laundry Supplies	1391	4603
Laundry, Personal (Wards)	1289	4725
Law Books / Law Library Materials / Medical Books / Medical Library Materials	1560	4444
Lawn Maintenance	1248	4715
Lease/Purchase of, Computer Equipment	1515	4420
Lease/Purchase of, Household, Laundry, or Cleaning Equipment	1397	4600
Lease/Purchase of, Machinery, Implements, or Major Tools	1540	4456

Lease/Purchase of, Miscellaneous Equipment	1398	4542
Lease/Purchase of, Office Equipment	1510	4468
Lease/Purchase of, Office Furniture	1510	4471
Lease/Purchase of, Scientific Instruments or Apparatus	1550	4474
Ledger (Printed, Bound)	1304	4545
Legal Certificate Fee	1285	4792
Lenses, Microscope	1396	4623
Lenses, Spectacle	1350	4626
Letter Boxes	1510	4468
Letter Presses	1510	4468
Letter Trays	1510	4471
Letterhead	1302	4635
Lettering	1289	4725
Library Books - Continuations	1560	4447
Library Books/Materials	1560	4444
Library Equipment	1510	4471
Library Furniture	1510	4471
Library Material	1560	4444
Licenses	1285	4792
Light Bulbs (Fluorescent/Incandescent/Mercury)	1230	4839
Lime - Building Maintenance Use	1230	4839
Lime for disinfecting	1391	4603
Limestone (to be added to coal)	1341	4533
Limestone for Soil Treatment	1392	4559
Linens (Table, Towels, Sheets)	1391	4603
Linseed Oil	1392	4559
Lithographing Office Forms	1302	4635
Livestock Serums	1350	4626
Livestock Supplies	1392	4559
Loam - greenhouse use	1392	4559
Lock Nuts	1230	4839
Lockers, Metal and Wooden - Office Use	1510	4471
Locksmith Services	1898	5123
Lubricants	1310	4620
Lumber, Plywood, Particle Board, Wallboard, Pegboard, Masonite, Ceiling Tile, Floor Tile	1230	4839
Machine Inspection	1224	4840
Machinery & Mechanical Equipment, Repair/Maintenance	1224	4840
Machinery / Mechanical Equipment	1540	4456
Machinery, Rental of	1234	4826
Magazine Subscriptions	1275	4864
Mail Box	1398	4542
Mailing Supplies, Mail Cases	1304	4545
Mailing Supplies, Mail Tubes	1304	4545
Mailing Supplies, Mail Wrappers	1304	4545
Major Tools	1540	4456
Mallets	1395	4650
Manufacturing Equipment	1540	4456
Maps: Road	1399	4536
Masks, all other	1399	4536
Masks: Laboratory and Hospital Use	1350	4626
Matches	1391	4603
Mats, Chair	1510	4471
Mats, Door	1397	4600
Mattress Covers	1391	4603
Mattress Pads	1391	4603
Mattresses/Box Springs	1530	4429
Mauls	1395	4650

Meal Tickets	1289	4755
Measures (Household) : Liquids and Linear	1397	4600
Measuring Tape	1540	4456
Meat Blocks (Butchers)	1530	4429
Meat Choppers (Hand)	1397	4600
Mechanical / Water Treatment Chemicals (including Pool Chemicals)	1310	4620
Mechanical Equipment, Rental of	1234	4826
Mechanical Supplies	1310	4620
Medical / Scientific Instrument/Equipment, Repair of	1224	4840
Medical and Surgical Equipment	1550	4474
Medical Diagnostic Services	1246	4759
Medical Equipment	1396	4623
Medical Lab Analysis	1246	4759
Medical Services Rendered by Non-Employees, Payment to Provider	1246	4759
Medical Supplies	1350	4626
Medical Transcription Service, Payment to Provider	1246	4759
Medicine / Prescription Drugs	1350	4626
Melting Pots	1540	4456
Membership Dues	1277	4707
Memory Upgrade	1515	4420
Merchandise For Resale - Cafeteria Merchandise For Resale	1360	6711
Merchandise For Resale - Equipment, Not Elsewhere Classified	1599	6727
Merchandise For Resale - Fine Art Supplies	1308	6731
Merchandise For Resale - Gift Items for Resale (includes Greeting Cards, Balloons)	1399	6715
Merchandise For Resale - Merchandise For Resale or Rent	1399	6757
Merchandise For Resale - Miscellaneous Instructional Supplies	1308	6747
Merchandise For Resale - Newspapers, Magazines, Etc.	1302	6761
Merchandise For Resale - Textbook Rental and/or Resale-New	1302	6785
Merchandise For Resale - Textbook Rental and/or Resale-Used	1302	6787
Merchandise For Resale - Trade Books for Resale	1302	6793
Metal Polish	1391	4603
Meter Charts	1304	4545
Microfiche/Microfilm Equipment, Repair/Maintenance of	1224	4840
Microfilm	1304	4545
Microfilm of Subscriptions for Historical Library	1560	4444
Microfilming	1280	4733
Microscopes	1550	4474
Microwave	1530	4429
Milk Cans	1398	4542
Mimeograph Equipment	1510	4468
Mimeograph Pads	1304	4545
Mimeograph Service	1280	4733
Mimeograph Stencils	1304	4545
Mineral Water - Medicinal Use	1350	4626
Mineral Water - Table Use	1360	4553
Mirrors (Head)	1550	4474
Mirrors (Mouth)	1396	4623
Mirrors, Other	1530	4429
Mitering Machinery	1540	4456
Mitre Boxes	1540	4456
Mixer, Concrete	1540	4456
Mixers, Food (Household Size)	1530	4429
Modular Office Equipment - Dividers, Book Shelves, Desks, etc.	1510	4471
Molds, Industrial	1540	4456
Money Order	1289	4725
Monitor	1515	4420
Mop, Yarn or Cotton	1397	4600

Mopheads	1391	4603
Mortar and Pestle	1550	4474
Moth Balls	1391	4603
Motion Picture Screens, Rental of	1237	4824
Motor Vehicle Parts and Fittings	1894	5160
Motor Vehicle Repairs	1893	5170
Motor Vehicle Supplies	1894	5160
Motor Vehicle Tires	1894	5160
Motor Vehicle Tubes	1894	5160
Mouse Traps	1391	4603
Mowers (Ground Maintenance Equipment), Repair of	1224	4840
Mowing by Non-Employees	1248	4715
Multigraph Equipment	1510	4468
Multigraph parts	1230	4839
Multigraph Plates	1304	4545
Music Racks	1398	4542
Music, Sheet and Book	1399	4536
Musical Equipment, Rental of	1239	4830
Musical Equipment, Repair/Maintenance of	1229	4842
Musical Instrument	1599	4423
Musical Supplies	1399	4536
Nail Pullers	1395	4650
Nails - Maintenance Use	1230	4839
Name Plates	1399	4536
Nametags	1399	4536
Naphtha - cleaning use	1391	4603
Napkins	1391	4603
Needles, Machine	1230	4839
Needles, Medical and Surgical	1350	4626
Newspaper Subscriptions	1275	4864
Nippers, Pipe	1395	4650
Nipples, Baby	1350	4626
Non-Expendable Office Supplies	1394	4630
Notaries Public: Commission	1289	4725
Notaries Public: License Fee	1285	4792
Notaries Public: Seal	1304	4545
Notebooks	1304	4545
Nozzles, Garden Hose	1397	4600
Numbering Machine - Industrial	1540	4456
Numbering Machine - Office Use	1510	4468
Nursing Service, Payment to Provider	1246	4759
Nuts and Bolts	1230	4839
Occupational Therapy, Payment to Provider	1246	4759
Off Road Motor Vehicle, Repair of	1224	4840
Office Equipment	1510	4468
Office Equipment, Repair/ Maintenance of	1221	4838
Office Furniture	1510	4471
Office Furniture, Repair/ Maintenance of	1221	4838
Office Supplies (Sundry)	1304	4545
Officials	1245	4790
Official's Seal Embosser	1510	4468
Oil - Laboratory and Medical Use	1350	4626
Oil - Maintenance Material: Banana, Linseed, and Road	1230	4839
Oil (Mechanical Supply): Machine and Motor Lubrication/Grease/Lubricants	1310	4620
Oil (office supply): Typewriter	1304	4545
Oil Cans	1395	4650
Oil Cloth - table use	1391	4603
Oil Stones	1395	4650

Oil Stoves	1530	4429
Oiling Streets	1223	4844
On-Line Services	1289	4725
Operating Tables	1550	4474
Operating Tax	1285	4792
Ophthalmologist Services (Non-Employees), Payment to Provider	1246	4759
Ophthalmologists Supplies	1350	4626
Optical Apparatus	1550	4474
Optometric Service, Payment to Provider	1246	4759
Orthodontic Service, Payment to Provider	1246	4759
Orthopedic Service, Payment to Provider	1246	4759
Orthopedic/Prosthetic Device	1550	4474
Orthotic/Prosthetic Supplies	1350	4626
Out-of-State Convention Travel, Payments to Vendors	1294	4382
Out-of-State Travel, Payments to Vendors	1294	4386
Oven	1530	4429
Oxygen - Medical and Laboratory Use	1350	4626
Oxygen Cylinder Demurrage	1239	4830
Oxygen for Welding	1310	4620
Packing/Shipping Materials	1399	4536
Pads (office supplies): Calendar	1304	4545
Pads (office supplies): Mimeograph	1304	4545
Pads (office supplies): Stencil	1304	4545
Pads, Heating	1396	4623
Pads, Laundry and Table	1397	4600
Page Charges	1280	4733
Pails and Buckets, Household	1397	4600
Paint Brushes	1395	4650
Paint Remover	1230	4839
Painting	1223	4844
Paints - Maintenance Use (Including: Wood Finish, Varnish)	1230	4839
Pan Racks	1530	4429
Pans (Household)	1397	4600
Pans (Household, Medical and Laboratory)	1396	4623
Paper	1304	4545
Paper (for printing purposes)	1304	4545
Paper (household): Cups	1391	4603
Paper (household): Fly	1391	4603
Paper (household): Toilet	1391	4603
Paper (household): Towels	1391	4603
Paper (household): Waxed	1391	4603
Paper (laboratory and scientific): Filter and Litmus	1350	4626
Paper (Maintenance Materials): Building and Wall	1230	4839
Paper (Mechanical Supplies): Carborundum, Emery and Sand	1230	4839
Paper Clips	1304	4545
Paper Cutter	1510	4468
Paper Fasteners	1304	4545
Paper, Miscellaneous (household)	1391	4603
Papering	1223	4844
Parking Decals	1302	4635
Parking Meters	1399	4536
Parking Permits (Labels)	1302	4635
Passports	1285	4792
Paste, Library	1304	4545
Paste, Office	1304	4545
Paste, Wall	1230	4839
Pathology Service, Payment to Provider	1246	4759
Patient Retainage Charge	1246	4759

Pen Holders	1510	4468
Pen Sets	1510	4468
Pencil Sharpener	1510	4468
Pencils	1304	4545
Pennants	1399	4536
Pens	1304	4545
Per Diem	1289	4725
Periodical Subscriptions	1275	4864
Periodontic Service, Payment to Provider	1246	4759
Permit Fee	1285	4792
Pharmaceuticals / Prescription Drugs	1350	4626
Pharmacy Service, Payment to Provider	1246	4759
Phonographic Equipment, Repair/Maintenance of	1229	4842
Photographic Equipment, Repair/Maintenance of	1229	4842
Photographic Equipment; including Developing Tanks	1398	4542
Photographic Services	1280	4733
Photographic Supplies	1399	4536
Photographics, Printing and Developing of	1280	4733
Photostat Equipment	1510	4468
Photostat Supplies	1304	4545
Photostatting Services	1280	4733
Physical Education Supplies	1308	4539
Physical Therapy Service, Payment to Provider	1246	4759
Physician Service, Payment to Provider	1246	4759
Physicians Services (Non-Employees)	1246	4759
Pickax	1395	4650
Picks, Tooth	1391	4603
Picture Wire	1399	4536
Pile Drivers	1540	4456
Pincers	1395	4650
Pins - Household Use	1391	4603
Pins, Hair	1391	4603
Pins, Rolling	1397	4600
Pins, Safety	1391	4603
Pipe Cutters	1540	4456
Pipes (Structural) : Brass, Flush, Galvanized, Lead and Soil	1230	4839
Pipes, Pitch	1398	4542
Pipes, Smoking	1399	4536
Pipetter	1550	4474
Pipettes	1396	4623
Pitchers	1397	4600
Planes, Carpenters' and Jack	1540	4456
Plant Maintenance Service, to include watering, feeding, rotating, replacement, etc	1248	4715
Plaques	1399	4536
Plaster (Prepared)	1230	4839
Plaster of Paris - Hospital Use	1350	4626
Plaster Of Paris - Structural Use	1230	4839
Plates (Household) : Pie and Tin	1397	4600
Platters	1397	4600
Playground Equipment, Repair/Maintenance of	1229	4842
Pliers	1395	4650
Plow Parts and Fittings, Farm and Snow	1230	4839
Plugs, Spark - Automotive Equipment	1894	5160
Plugs, Spark - Off-Road Use	1230	4839
Plumbers' Tools	1540	4456
Plumbing/Plumbing Fixture Repair	1223	4844
Plumbing/Refrigeration/Air Conditioning/Heating/Boiler Parts & Supplies	1230	4839

Poison, Rodent and Vermin	1391	4603
Pokers, Metal	1395	4650
Polish (household): Furniture, Metal, Nail, Shoe and Stove	1391	4603
Port-a-Potty Rental	1239	4830
Post Cards (Unstamped)	1304	4545
Post Hole Diggers	1540	4456
Post Office Box, Rental of	1239	4830
Post, Flower	1398	4542
Postal Zip Code Guides	1510	4468
Posts: Coffee, Tea, and Kitchen	1397	4600
Potted Plants/Flowers, Rental of	1239	4830
Powder, Blasting and Gun	1399	4536
Powder, Insect	1391	4603
Powder: Bath, Face, and Talcum	1391	4603
Power Strip	1394	4630
Pre-printed Forms	1302	4635
Printed Forms	1302	4635
Printer	1515	4420
Printer Rollers	1230	4839
Printer Stands	1510	4471
Printers, Repair/Maintenance of	1225	4837
Printing	1302	4635
Printing Supplies	1304	4545
Probes	1350	4626
Projector, Rental of	1237	4824
Projectors (Tools)	1540	4456
Projectors / Projection Equipment	1599	4423
Psychiatric Service, Payment to Provider	1246	4759
Psychiatrists (Non-Employees), Payment to Provider	1246	4759
Psychologists (Non-Employees), Payment to Provider	1246	4759
Psychotherapy Service, Payment to Provider	1246	4759
Pulleys, Block	1395	4650
Pumice Stone	1310	4620
Pumps, Breast and Stomach	1550	4474
Pumps, Sump	1540	4456
Pumps: Air Compressor, Power and Water	1540	4456
Punches: Belt, Hollow, And Solid	1395	4650
Putty	1230	4839
Putty Knives	1395	4650
Racks, Clothes - Office Use	1510	4471
Racks, Specimen - Laboratory Use	1550	4474
Radiator Screens (Auto)	1894	5160
Radiator Screens (Heat) - Office Use	1510	4471
Radiators (Auto)	1894	5160
Radiators (Building)	1230	4839
Radiology Service, Payment to Provider	1246	4759
Rakes, Hand Drawn	1395	4650
Rams, Hydraulic	1540	4456
Ranges, Kitchens	1530	4429
Rasps	1395	4650
Rat Poison	1391	4603
Rat Traps	1391	4603
Razor Blades	1391	4603
Razors, Disposable	1391	4603
Real Property, Repair & Maintenance of	1223	4844
Reamers	1540	4456
Rebinding Service	1243	4713
Recording Fee	1285	4792

Records, Phonograph	1399	4536
Recreation Equipment, Repair/Maintenance of	1229	4842
Recreation Fee	1289	4725
Recreational Supplies	1399	4536
Reducers for Pipe Fittings	1230	4839
Reference Books (Library)	1560	4444
Refrigerants (other than ice)	1310	4620
Refrigeration / Air Conditioning System, Repair & Maintenance of	1223	4844
Refrigeration Gas	1310	4620
Refrigerators	1530	4429
Registration Fees, Payment to Vendor	1274	4820
Religious Supplies	1399	4536
Rentals Not Otherwise Classified (Short-Term)	1239	4830
Repair and Maintenance, by all other	1229	4842
Repair Parts (for In-House Rpr/Maint)	1230	4839
Repair Parts for Small Engines/Farm/Tractor/Ground Maintenance Equipment (In-House Maintenance)	1230	4839
Repair Parts: Motor Vehicles	1894	5160
Repair Parts; Aircraft (In-House Maintenance)	1230	4839
Repair Parts; Automotive (In-House Maintenance) - for service work of an instructional nature	1230	4839
Repair, Adding Machine	1221	4838
Repair, Calculator	1221	4838
Repair, Dictaphones	1221	4838
Repair, Kitchen Equipment	1221	4838
Repair, Postage Meter Machine	1221	4838
Repair, Typewriter	1221	4838
Repair/Maintenance, Food Service Equipment	1229	4842
Repair/Maintenance, Motor Vehicles	1893	5170
Repaving	1223	4844
Replacement of Permanently Mounted Items	1223	4844
Reprints	1280	4733
Restocking Fee	1289	4725
Re-Upholster Furniture	1221	4838
Ribbons, Adding Machine	1304	4545
Ribbons, Computer	1304	4545
Ribbons, Typewriter	1304	4545
Rims for Motor Vehicle Wheels	1894	5160
Roach Powder	1391	4603
Road Mixture - Construction	1230	4839
Road Oil	1230	4839
Rodent and Vermin Extermination by Contract	1248	4715
Rope	1398	4542
Royalties	1282	4850
Rubber Balls (playground)	1399	4536
Rubber Bands	1304	4545
Rubber Gloves (other than surgical)	1391	4603
Rubber Gloves (Surgical)	1350	4626
Rubber Mats	1510	4471
Rubber Stamps	1304	4545
Rubber Tires (For Chairs and Food Conveyances)	1230	4839
Rugs - Office Use	1510	4471
Rugs, Cleaning	1248	4715
Rulers, Mechanics	1395	4650
Rulers, Office	1510	4468
Sacks, Paper	1399	4536
Safes, Changing Combinations of	1289	4725
Safety Pins	1391	4603

Salt and Pepper Shakers (disposable)	1391	4603
Salt, Block	1392	4559
Salt, Table	1360	4553
Salt, Water Softener	1310	4620
Sand / Concrete Mix	1230	4839
Sanitary Napkins/Tampons	1391	4603
Saw Blades	1395	4650
Sawdust - oiled - for floors	1391	4603
Sawing Machinery and Equipment	1540	4456
Saws, Bone	1550	4474
Saws, other	1540	4456
Scales : Counter, Platform, and Storehouses	1540	4456
Scales, Baby	1530	4429
Scales, Inspection	1221	4838
Scales, Laboratory	1550	4474
Scales, Office	1510	4468
Scanners	1515	4420
School Supplies	1308	4539
Scientific Apparatus	1550	4474
Scientific Instruments	1550	4474
Scientific Supplies	1350	4626
Scissors, Office	1510	4468
Scissors, Surgical	1396	4623
Scissors: Barbers' and Household	1397	4600
Scoops: Coal, Grain, and Grocers	1395	4650
Scouring Powder	1391	4603
Scrapers : Bench, Block, Dough, Floor (Hand Operated)	1395	4650
Scratch Pads	1304	4545
Screens : Bed, Fireplace, and Household	1530	4429
Screens, Door and Window	1230	4839
Screw Drivers	1395	4650
Screw Jack	1540	4456
Screws, Maintenance Use	1230	4839
Scrub Brushes	1391	4603
Scythes, Snaths, Blades, and Stones for the same	1395	4650
Seal, Notary Public	1304	4545
Seal, Ribbon	1304	4545
Sealing Wax - household use	1391	4603
Seals, Impression	1304	4545
Seat Covers (Auto)	1894	5160
Security System, Rental of	1224	4826
Seeds/Seedlings	1392	4559
Seminar enrollment	1274	4820
Services, Not Elsewhere Classified	1289	4755
Sewer Castings, Manhole Covers, Pipe and Rings	1230	4839
Sewer Cleaning Equipment	1540	4456
Sewer Rods	1540	4456
Sewing Machine - Household Use	1530	4429
Sewing Machine: Bobbin, Needles	1230	4839
Sharpeners, Knife	1397	4600
Sharpeners, Pencil	1510	4468
Sharpening Medical Instruments	1229	4842
Sharpening Small and Large Tools	1229	4842
Shaver, Electric	1530	4429
Sheet Copper and Lead	1230	4839
Sheetmetal / Iron / Steel - Maintenance Use	1230	4839
Sheets	1391	4603
Shellac	1230	4839

Shelving	1510	4471
Shingles	1230	4839
Shipping Cases	1398	4542
Shipping Tags	1304	4545
Shoe Repairing	1229	4842
Shop Machinery, Repair of	1224	4840
Shotgun Shells	1399	4536
Shovels: Coal (Scoop), Earth and Grain (Scoop)	1395	4650
Shower Bath Heads	1230	4839
Shredder	1510	4468
Sickles	1395	4650
Sign Painting	1289	4725
Signs - Barricade, Road, etc	1399	4536
Silverware (Bulk)	1397	4600
Silverware (Table Sets)	1530	4429
Skewers	1397	4600
Skillets	1397	4600
Slate For Roofs	1230	4839
Slides (all other)	1399	4536
Slides (Scientific)	1350	4626
Slides, Developing	1280	4733
Small Tools	1395	4650
Smoke Stands	1530	4429
Snip, Tinnerns	1395	4650
Snow Plow Repairs, including Parts	1224	4840
Snow Removal	1248	4715
Soap (other than surgical)	1391	4603
Soap (Surgical)	1350	4626
Soap Dishes	1397	4600
Sockets, Electric	1395	4650
Soda Ash	1310	4620
Software	1284	4723
Software Upgrades	1284	4723
Software, Lease of	1284	4723
Software, License of	1284	4723
Software, Maintenance of (to include Technical Support of Software)	1284	4723
Solder	1310	4620
Solvent, Grease	1391	4603
Soup Bowls and Dishes	1397	4600
Spades	1395	4650
Spark Plugs - Off-Road Use	1230	4839
Sparkplugs - Automotive	1894	5160
Spatulas (Household)	1397	4600
Spatulas (Laboratory)	1396	4623
Speech Recording Service by Contract	1289	4725
Spikes	1230	4839
Sponges	1350	4626
Sponges (non-surgical)	1391	4603
Spoons	1397	4600
Sports Equipment	1398	4542
Sprayers	1395	4650
Spreads, Bed	1391	4603
Spring Water, for Table Use	1360	4553
Springs	1230	4839
Squares, Carpenters'	1395	4650
Squeegees	1397	4600
Stable Supplies	1392	4559
Stain (Laboratory)	1350	4626

Stain (Painting)	1230	4839
Stamping Machines	1540	4456
Stamps (Blacksmiths and Other Metal Stamps)	1395	4650
Stamps, Rubber	1304	4545
Stamps, Time	1510	4468
Stands, Burette and Instrument	1550	4474
Stands, Music	1599	4423
Stands, Tray and Wash	1530	4429
Stapler	1510	4468
Staples, Fencing	1230	4839
Staples, Office	1304	4545
Stapling Machine - Office and Shipping	1510	4468
Stapling Machines - Farm Fencing	1395	4650
Starch, Laundry	1391	4603
Stationery (Letterheads and Printed Envelopes)	1302	4635
Stationery Cabinets	1510	4471
Statistical Service	1240	4860
Steam Coil and Tubes	1230	4839
Steam Jacketed Kettles (Kitchen)	1530	4429
Steam Tables	1530	4429
Steamfitters' Tools	1540	4456
Steamfitting Materials	1230	4839
Stencil Paper	1304	4545
Stencils	1304	4545
Step Ladders	1540	4456
Stereo Equipment	1599	4423
Sterilizers	1550	4474
Stethoscopes	1550	4474
Stickers (Printed)	1302	4635
Stirrer	1550	4474
Stitching Machine, Wire	1540	4456
Stock Feed	1392	4559
Stools - Office Use	1510	4471
Stop Watches	1599	4423
Stoves	1530	4429
Strainers	1397	4600
Street Sprinkling and Oiling	1223	4844
Stretchers, Curtain	1530	4429
Stretchers, Fence and Wire	1540	4456
Stretchers, Hospital	1550	4474
String for packaging	1399	4536
Subscription on CD-ROM	1275	4864
Suitcases	1599	4423
Surfacing Machinery	1540	4456
Surge Protector	1510	4468
Surgeons' Gowns (disposable)	1370	4680
Surgeons' Service (Non-Employees), Payment to Provider	1246	4759
Surgical Apparatus (Case and Instruments)	1550	4474
Surgical Service, Payment to Provider	1246	4759
Surgical Supplies	1350	4626
Swabs	1350	4626
Sweatsuits	1370	4680
Sweeping Compounds	1391	4603
Swings, Porch and Lawn	1530	4429
Syringes (medical and laboratory)	1350	4626
Table, Card	1530	4429
Tablecloth (disposable)	1391	4603
Tables (Household): Center, Dining, Kitchen, Library and Sewing	1530	4429

Tables (Medical and Scientific): Examination	1550	4474
Tables (Medical and Scientific): Bedside	1550	4474
Tables (Medical and Scientific): Instrument	1550	4474
Tables (Medical and Scientific): Laboratory	1550	4474
Tables (Medical and Scientific): Massage	1550	4474
Tables (Medical and Scientific): Operating	1550	4474
Tables (Miscellaneous): Recreational (Billiard, Pool, etc.)	1599	4423
Tables: Office and Typist	1510	4471
Tabletop Display Unit	1599	4423
Tablets, School	1308	4539
Tabulation Service	1240	4860
Tack Lifters	1395	4650
Tackle Block	1395	4650
Tacks - other than Industrial Use	1230	4839
Tacks - Thumb	1304	4545
Tags, Shipping	1304	4545
Tampers	1540	4456
Tanks: Gasoline and Oil Storage	1540	4456
Tape Recorder, Rental of	1237	4824
Tape Scotch	1304	4545
Tape, "Blank" Recording for Sound Scribes)	1394	4630
Tape, Adding Machine	1304	4545
Tape, Measures	1540	4456
Tape, Postage Meter	1304	4545
Tape, Prerecorded	1398	4542
Taps and Dies	1540	4456
Tar	1230	4839
Tarpaulins	1599	4423
Tear Gas Bombs	1399	4536
Tees (Plumbing, etc.)	1230	4839
Television Sets	1599	4423
Television, Repairs	1229	4842
Temporary Badges, Office and/or Identification	1304	4545
Tennis Nets and Rackets	1599	4423
Tents	1599	4423
Test (School Use)	1308	4539
Test Tube Baskets	1396	4623
Test Tubes	1350	4626
Testing Supplies	1308	4539
Textbooks - Library	1560	4444
Theatrical Supplies	1308	4539
Thermometers (Scientific): Clinical, Dairy, Grain Testing and Laboratory	1396	4623
Thermometers, Weather	1510	4468
Throat Swabs	1350	4626
Thumb Tacks	1304	4545
Time Cards	1304	4545
Time Clocks	1510	4468
Time Stamps	1510	4468
Tin and Granite Ware (Household)	1397	4600
Tips (Rubber for Fingers)	1304	4545
Tips, for Crutches (rubber)	1350	4626
Tire Blenders (Hand)	1395	4650
Tire Chains	1894	5160
Tire Removal / Tire Disposal	1899	5120
Tires, Motor Vehicles	1894	5160
Tires, Retreading/Recapping/Repair of	1893	5170
Tissue Paper (wrapping)	1399	4536
Title Fee	1285	4792

Toaster, Bread (Small Value)	1397	4600
Tobacco Products, Cigars and Cigarettes	1399	4536
Tobacco, Chewing and Smoking	1399	4536
Toilet Articles and Paper	1391	4603
Toiletries	1391	4603
Tongs, Fire and Sugar	1397	4600
Tongs, Ice and Pipe	1395	4650
Tool Chest	1540	4456
Tool, Repair of	1224	4840
Tools (Mechanics) Sets for All Trades	1540	4456
Tools, Rental of	1234	4826
Toothbrushes and Picks	1391	4603
Toothpaste	1391	4603
Torches, Blow	1540	4456
Tourniquet	1350	4626
Towels	1391	4603
Towel-Supply Service	1248	4715
Towing	1289	4725
Towing - of University owned vehicles	1893	5170
Toys	1399	4536
Tracing Paper	1304	4545
Tractor, Rental of	1234	4826
Trailer, Rental of	1239	4830
Training Materials, Exhibits, & Educational Equipment	1561	4477
Transcripts	1280	4733
Transmitter	1510	4468
Travel/Expense Reimbursements, Payment to Vendors on behalf of Non-State Employees	1272	4872
Tray Cloths	1391	4603
Tray Stands	1530	4429
Trays	1396	4623
Trees Trimming / Tree Removal	1248	4715
Trees, Shoe	1391	4603
Trophies	1399	4536
Trough, Farm	1599	4423
Trowels: Brick, Garden and Plaster	1395	4650
Trunks, Clothing	1530	4429
Trusses	1350	4626
T-Shirts	1370	4680
Tubes (medical and scientific)	1350	4626
Tubs, Bath	1230	4839
Tubs, Wash	1397	4600
Turbine Oil	1310	4620
Turf Edgers	1395	4650
Turning Machinery	1540	4456
Twine, Wrapping	1391	4603
Typesetting	1280	4733
Typewriter Brushes	1304	4545
Typewriter Repair Service	1221	4838
Typewriter Ribbons	1304	4545
Typewriters	1510	4468
Umbrella Holders	1530	4429
Umbrellas	1398	4542
Uniforms: athletic	1370	4680
Uniforms: band	1370	4680
Uniforms: military	1370	4680
University Educational Equipment	1599	4423
Unrecorded Film/Tape/Videotape/Videocassettes	1308	4539

Urinals (Portable)	1396	4623
Urns, Coffee and Tea	1530	4429
Utensils	1397	4600
Utility Cart	1510	4471
Vaccines	1350	4626
Vacuum Cleaners	1530	4429
Valves, Motor Vehicle	1894	5160
Valves, Plumbing and Steam Fittings	1230	4839
Varnish - Non-Industrial	1230	4839
Vases	1397	4600
Vegetable Seeds	1392	4559
Vehicle Parts	1894	5160
Vehicle Registrations	1899	5120
Vehicle Testing Services	1898	5123
Veterinary Instruments	1550	4474
Veterinary Medicine	1350	4675
Veterinary Supplies	1350	4675
Video Recorders (Camcorders)	1599	4423
Vises	1540	4456
Wallets	1399	4536
Wallpapering	1223	4844
Wash Powder	1391	4603
Wash Stands (Not Fixed)	1530	4429
Washboards	1397	4600
Washers, Dish	1530	4429
Washing Machines	1530	4429
Washing Windows (by Non-Employees)	1248	4715
Washrags	1391	4603
Waste Baskets	1510	4471
Waste Removal / Disposal of Used Oil / Cleaning of Grease Pits / Cleaning of Sewage Systems	1248	4715
Watches and Clocks, Repair Parts and Services	1229	4842
Watches, Stop	1599	4423
Water Bath	1550	4474
Water Coolers (Household)	1530	4429
Water Glasses (Drinking)	1397	4600
Water Heater (Replacement)	1230	4839
Water, Distilled - for Batteries, etc.	1310	4620
Water, Distilled - Mineral, Medicinal and Laboratory	1350	4626
Water, Drinking (bottled)	1391	4603
Water, Mineral (table use)	1360	4553
Watering Trough (Farm)	1599	4423
Wax, Floor	1391	4603
Waxed Paper	1391	4603
Wearing Apparel	1370	4680
Weather-Strips	1230	4839
Wedges, Metal	1395	4650
Weights, Paper	1510	4468
Weights, Scale (Sets for Testing Equipment)	1550	4474
Welding Gas	1310	4620
Welding Rods / Welding Supplies	1399	4536
Wheelchairs	1550	4474
Wheels, Motor Vehicle	1894	5160
Whetstone	1395	4650
Window/Door Materials: Locks and Stops & Replacement Window/Door Units (to be installed by SIU Employees)	1230	4839
Wipers, Windshield	1894	5160
Wire Brushes	1395	4650

Wire Cutters	1395	4650
Wire Stitching Machine	1540	4456
Wire Stretching Machine	1540	4456
Wire, for Towing	1894	5160
Wire: Electrical, Fuse and Galvanized	1230	4839
Wood Polish - household use	1391	4603
Wood, Fuel	1399	4536
Work Stations	1510	4471
Workstation, Computer	1515	4420
Wrapping Paper (Office Use)	1304	4545
Wrench	1395	4650
Wrenches and Wrench Sets	1540	4456
Wringers, Power	1540	4456
X-ray Film	1350	4626
X-Ray Machinery and Equipment	1550	4474
X-ray Supplies	1350	4626
Yearbooks - Library	1560	4444
Zinc Etchings	1302	4635
Zinc Sheets	1230	4839

CODING CONVERSION CHART FOR NON-EXPENDABLE ITEMS

The following chart shows the commodity object codes with their corresponding equipment object codes. The unit price & the intended use of the item being purchased will determine which subcode to use.

For example:

You are purchasing a chair for \$85.00. The Item Coding Guide has the object code of 4471 assigned. Since the unit price of the chair is less than \$100.00, the correct subcode to enter into the P-Card System would be 4630.

Unit price of \$100.00 or less			Unit price of \$100.01 or greater	
SAMS Code	Object Code		SAMS Code	Object Code
1394	4630	=	1510	4471
1394	4630	=	1510	4468
1394	4630	=	1515	4420
1394	4630	=	1599	4414
1395	4650	=	1540	4456
1396	4623	=	1550	4474
1397	4600	=	1530	4429
1398	4542	=	1599	4423

FOR DEPARTMENTS USING OVER-RIDING OBJECT CODES

Over-riding object codes may be used as long as the SAMS Code associated with the Object Code is the same.

For example:

You are purchasing software for \$185.00. The Item Coding Guide has the object code of 4723 assigned. If you are authorized to use over-riding objects, object code 5817 may be assigned to this purchase. Both object codes (4723 and 5817) have a SAMS code of 1284 assigned to them.