

## Fredonia's Most Commonly used Sub Object Codes for (OTPS) Purchases

**Summary:**

- 3000-3999 - Supplies and Materials
- 4000-4999 - Travel
- 5000-5999 - Service
- 7000-7999 - Equipment
- 7200 - Equipment under \$,4999
- 7300 - Equipment over \$5,000
- 9000-9999 Monthly Recharges

**Color Key:**

- Black font - general campus use
- Red font - IT use ONLY
- Blue font - Library use ONLY
- Orange font - Non-Employee Travel use ONLY

4-digit BI Object	6-digit WEB Object	SUNY Title	State Description
<b>3000</b>		<b>Supplies &amp; Materials</b>	
3001	530010	Office Supplies	Purchase of consumable office supplies used in an office (e.g. paper, pens, pencils, clips, toner, ink, tape,
3061	530610	IT Supplies	Purchase of computer/IT Parts and Peripherals. Does NOT include consumable office supplies
3100	531000	Classroom Supplies	Purchase of supplies and aids used in an educational environment
3410	534100	Books and Periodicals	Purchase of law books, medical books, library books, periodicals, electronic reference materials, electronic or sheet music, etc
3563	535630	Fuel	Purchase of fuel for a rental car. Fuel for a University vehicle (if the gas card in the glovebox does not
3865	538650	Uniforms	Purchas of various uniforms such as Athletic, Police, Custodial, Classroom Lab Coats
<b>4000</b>		<b>Travel Expenses</b>	
4002	540020	Tolls & Parking	Purchase of tolls & parking
4002	540020	Taxi	Purchase of taxi fare
4032	540320	Consultant Travel	Used by Non-Employee Travel Cardholder to bring a consultant to campus
4033	540330	Speaker Travel	Used by Non-Employee Travel Cardholder to bring a speaker to campus
4034	540340	Team Travel	Used by Non-Employee Travel Cardholders for a "group" trip
4035	540350	Other Travel	Used by Non-Employee Travel Cardholder to bring a guest to campus (that is NOT a speaker or consultant)
4150	541500	Car Rental	Purchase of car rental while in "Travel Status"
4200	542000	Meals & Lodging (Method 1)	Purchase of employee meals & lodging using Method 1 (no lodging receipt provided) while in "Travel
4201	542010	Meals (Method 2)	Purchase of employee meals using Method 2 (lodging receipt provided) while in "Travel Status"
4203	542030	Meals (Day Trip)	Purchase of employee meals for Day Trips (taxable) while in "Travel Status"
4204	542040	Lodging	Purchase of employee lodging while in "Travel Status"
4215	542150	Airline	Purchase of employee airline tickets, baggage and agent/booking fees while in "Travel Status"
4225	542250	Subway & Train	Purchase of subway or train fares
4300	543000	Personal Mileage	Reimbursement for use of personal vehicle (See Fredonia Policy #022)
4920	549200	Employee Moving	Reimbursement for all employee moving expenses

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4-digit BI Object	6-digit WEB Object	SUNY Title	State Description
	550030	Facilities Rental	Purchase of facilities such as Athletic training sites or Admission recruitment sessions while in "Travel
	550030	Conference/Training Services - In State	Registration fees and costs for sponsoring or hosting <b>in-state</b> training and conferences
	550040	Conference/Training Services - Out of State	Registration fees and costs for sponsoring or hosting <b>out of state</b> training and conferences
	550050	Subscriptions Services	Magazines and subscriptions for printed or electronic reference materials, periodicals, electronic or sheet music, etc
	550060	Memberships	Dues and membership fees paid to professional organizations
	556010	Postage	Postage for mailing using US Postal Service and priority or overnight delivery services. NOTE: costs for shipping packages/containers using private carriers should be charged to Shipping 55220
	556040	Printing - Non Advertising	Printing services that are NOT related to advertising and marketing activities
	556060	Photocopying Services - Non Advertising	Photocopying services that are NOT related to advertising and marketing activities
	556220	IT Software/Licenses	Purchase of software (e.g., procurement software, accounting software, etc.).
	556260	IT Software Maintenance	Purchase of <b>maintenance or service support</b> for software
	556380	Museum/Historical Sites/Tour Guide	Historical site visits done as part of the Overseas Academic Program
	556380	Visa/Passport	Purchase of employee Visa/Passport for business trips
	556380	Office Equipment Repairs & Maintenance	Purchase of goods used to repair or <b>services to maintain</b> office equipment and furnishings
	556410	Honorariums	Payments for a specified period of time given for professional services (e.g. speech, invocations or public address)
	558260	Insurance	Purchase of overseas travel insurance for business trips

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4-digit BI Object	6-digit WEB Object	SUNY Title	State Description
	570010	Library Books	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc
	570200	Library Audiovisual Materials	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc
	570600	Library Software	Replacement law books, medical books, library books, periodicals, magazines and subscriptions for printed or electronic reference materials, electronic or sheet music, etc
	572010	Maintenance & Operation (non-Fixed Asset)	Purchase of Building and/or Grounds Equip under \$4,999 unit price
	572120	Office Equipment (non-Fixed Asset)	Purchase of office equipment under \$4,999 unit price
	572400	IT Equipment-Other (non-Fixed Asset)	Purchas of various equipment & parts including wires, conductors, cables, circuit cards, boards, etc
	572410	PC's (non-Fixed Asset)	Purchase of a computer under \$4,999 unit price
	572470	Computer Servers	Purchase of a computer server under \$4,999 unit price
	572700	Printing Equipment (non-Fixed Asset)	Purchase of a printer or copier under \$4,999 unit price
	573120	Office Equipment (Fixed Asset)	Purchase of office equipment over \$5,000 unit price
	573380	Software	Purchase of software over \$5,000 unit price
	573400	IT Equipment-Other (Fixed Asset)	Purchase of IT equipment & parts over \$5,000 unit price
	573410	PC's (Fixed Asset)	Purchase of a computer over \$5,000 unit price
	573470	Computer Servers	Purchase of a computer server over \$5,000 unit price
	592000	Storehouse	Purchase of office supplies made from the campus Storehouse
	593000	Long Distance Calls & Phone Base	Long distance phone calls made using a business Pin Code & any rental or repair of a phone or fax
	594000	Postage	Postage charges for mailing items through the campus Mailroom
	595000	Photocopy & Printing	Copies made in the Copy Center & Printing done through the Crative Design
	596000	Auto	Per Mile cost to using a University vehicle. Per Mile cost includes fuel (if vehicle gas card was used) and