Account Codes for Administrative Approval

Use these account codes to route purchases that require approvals by Printing Services, Network Infrastructure & Services (NI&S), formerly known as CNS, and Environmental Health and Safety (EHS) Services. If these codes are not used, the purchasing process time will increase.

**Contractual Services**

**12156** Printing Services – Private Vendors (Printing Approval) – Include expenses for designing, printing, collating, and binding services received from a private vendor.

**Supplies, Materials, & Equipment Costing Less Than $2,000 Per Item**

**1341A** Respirators (EHSS Approval)

**13415** Radioactive Supplies (EHSS Approval) – Include expenses for radioactive supplies costing less than $2,000 per unit.

**22316** Electronic Equipment (NI&S Approval) – Include expenses for two-way radios costing less than $2,000 per unit.

**22366** Voice and Data Transmission Equipment (NI&S Approval) - Include expenses for telephone equipment costing less than $2,000 per unit.

**22412** Lasers (EHSS Approval) – Class 3R, 3B, 4 costing greater than $2,000 per unit.

**22416** Laboratory Equipment (EHSS Approval) – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, and radiation survey instruments costing less than $2,000 per unit.

**22419** X-Ray Equipment (EHSS Approval) - Include expenses for x-ray equipment (e.g., diffraction (XRD), fluorescence (XRF), electron microscopes, microCT, ESCA, XPS) costing less than $2,000 per unit.

**22426** Medical and Dental Equipment (EHSS Approval) – Include expenses for medical, dental and veterinary x-ray equipment (e.g., c-arms, portables, fluoroscopy, CT, bone densitometer) costing less than $2,000 per unit.

**22536** Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing less than $2,000 per unit.
22546 Motor Vehicle Equipment (EHSS Approval) – Include expenses for forklifts, powered pallet jacks, pallet trucks, and rider fork trucks costing less than $2,000 per unit.

22736 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing less than $2,000 per unit.

**Capitalized Equipment Costing More Than $2,000 Per Unit**

22311 Electronic Equipment (NI&S Approval) – Include expenses for two-way radio costing $2,000 or more per unit.

22331 Voice and Data Transmission Equipment (NI&S Approval) – Include expenses for telephone equipment costing $2,000 or more per unit.

22411 Laboratory Equipment (EHSS Approval) – Include expenses for refrigerators, freezers, fume hoods, biological safety cabinets, and radiation survey instruments costing $2,000 or more per unit.

22414 X-Ray Equipment (EHSS Approval) - Include expenses for x-ray equipment (e.g., diffraction (XRD), fluorescence (XRF), electron microscopes, microCT, ESCA, XPS) costing $2000 or more per unit.

22417 Lasers (EHSS Approval) – Class 3R, 3B, 4 costing less than $2,000 per unit.

22421 Medical and Dental Equipment (EHSS Approval) – Include expenses for medical, dental and veterinary x-ray equipment (e.g., c-arms, portables, fluoroscopy, CT, bone densitometer) costing $2,000 or more per unit.

22531 Construction Equipment (EHSS Approval) – Include expenses for scaffolding costing $2,000 or more per unit.

22541 Motor Vehicle Equipment (EHSS Approval) – Include expenses for forklifts, powered pallet jacks, pallet trucks, and rider fork trucks costing $2,000 or more per unit.

22731 Manufacturing Equipment (EHSS Approval) – Include expenses for aerial lifts and mechanical power presses costing $2,000 or more per unit.

**Account Codes For Administrative Approval**

Revised 11.07.17