Account Codes for Administrative Approval

Use these account codes to route purchases that require approvals by Network Infrastructure & Services (NI&S), Environmental Health and Safety (EHS) Services, Fleet Services, and IT Procurement and Licensing Solutions (ITPALS). If these codes are not used, the purchasing process time will increase.

Contractual Services

12170 Telecommunications Services (NI&S Approval)

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.

22155 Servers (NI&S Approval) – Include expenses for servers costing less than $2,000 per unit.

22165 Network Components (NI&S Approval) – Include assets used in the local area network not reported in 22150 such as routers, hubs, bridges, etc. 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.

22335 Voice and Data Transmission Equipment (NI&S Approval) - Include expenses for facsimile - transmitters, switchboards, and similar equipment costing less than $2,000 per unit.

22336 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 $2000 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

22150 Servers (NI&S Approval) – Include computers designated by the manufacturer as servers, enterprise servers, server blade frames and components, storage devices and systems costing $2,000 or more per unit.

22160 Network Components (NI&S Approval) – Include expense for network components costing $2,000 or more per unit.

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

22330 Voice and Data Transmission Equipment (NI&S Approval) – Include expenses for facsimile transmitters, switchboards, and similar equipment 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.

22540 Motor Vehicle Equipment (Fleet Services) – Include expenses for automobiles, buses, mopeds, motorcycles, trucks, and similar equipment 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.

Computing and ADP Services

12755 Cloud Plug-in/Application Services (ITPALS) – Include expenses for cloud computing model in which a third-party provider externally hosts services that provide functional software application services.

12756 Cloud Infrastructure/Platform Services (ITPALS) – Include expenses for cloud computing model in which a third-party provider externally hosts services that provide processing, storage, or application development services.

Continuous Charges

15330 Computer Software Rentals (ITPALS) – Include expenses for operating leases of central processor equipment like mainframe or large enterprise servers' computer application software, utility programs, and operating system software. Include expenses for term limited software stored and run from university machines.

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