



## Account Codes for Administrative Approval

Use these account codes to route purchases that require approvals by Printing Services, Communications Network Services (CNS) and Environmental Health and Safety Services (EHSS). 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 (CNS Approval) – Include expenses for two-way radios costing less than \$2,000 per unit.

**22336** Voice and Data Transmission Equipment (CNS 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, 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.

**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 (CNS Approval) – Include expenses for two-way radio costing \$2,000 or more per unit.

**22331** Voice and Data Transmission Equipment (CNS 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, 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.