

CATEGORY CODES

The State of California and the CSU mandates the University to track and report on certain commodities and services. Equipment over \$500 requires tagging by our Property Department; Small Business and Disabled Veteran Business Enterprise reports require the break out of expenses for Computer/IT equipment, software, maintenance, and related products from all other purchases; and reporting on products that contain one of the recycled materials noted below to meet specific goals is mandatory.

The Category Code is the *only* way the University has of tracking these items, and your diligence when assigning a code is imperative.

Most of the time you will use one of the Miscellaneous codes. Your credit card account has been set up with the Miscellaneous Products code – 57800. All transactions will default to this code unless you change it. **You must use one of the other codes listed below to identify computer equipment; IT related equipment and supplies; computer/IT related services/maintenance and repairs; or items that contain recycled materials.**

Using the correct Category Code in conjunction with the correct Account Code will ensure the University meets the requirements set by the State of California and the CSU. If you have a question about which code to use, please contact Mary Ann Evans at extension 3304.

57800 – Miscellaneous Products

96200 – Miscellaneous Services

20400 – Computer Equipment between \$500-\$4999

20600 – Computer Equipment over \$4999

20700 – Computer Equipment or Software under \$500

20800 – Computer Software between \$500-\$4999

20900 – Computer Software over \$4999

72500 – Computer Equipment under \$500, and all other IT/Radio/Phone
Equipment/Supplies

93600 – Computer/IT Related Service/Maintenance/Repair

19099 – Recycled Solvents

33569 – Recycled Compost

40587 – Recycled Petroleum/Oil

44062 – Recycled Glass

57099 – Recycled Steel

63079 – Recycled Paints

64066 – Recycled Paper Products

64599 – Recycled Paper Office /Printing

66572 – Recycled Plastic

86365 – Recapped/Retread Tires or any product made with recycled tires