

PEOPLESOFT		WORKDAY	
Account	Description	Spend Category	Description
61201	Office Supplies	SC10473	Office Supplies not paper
		SC10488	Paper - Copier and Printer
61203	Scientific & Educational Supply	SC10413	Lab and Scientific Supplies
61204	Motor Vehicle Supplies	SC10633	Power Supplies - Engines Motors & Components
61205	Other Supplies	<b>Other Supplies No Longer Used - See other options</b>	
61208	Food for Teaching and Research	SC10693	Food not restaurants or catering
61210	Gases Medical and Other	SC10392	Chemicals - Gases
61211	Chemicals	SC10393	Chemicals not explosive or gas or radioactive
61217	Laboratory Supplies	SC10413	Lab and Scientific Supplies
61219	Safety Supplies	SC10496	Safety Supplies
61220	Wearing Apparel/Uniforms/Clothing	SC10395	Apparel and Clothing not medical
61230	Food and Meal Costs	SC10671	Food - Restaurants and Catering
61234	Catering	SC10671	Food - Restaurants and Catering
61240	Agricultural Supplies	<b>Ag Supplies no longer used - See options below:</b>	
61240	Agricultural Supplies	SC10149	Plant Expenditures
61241	Animal Bedding	SC10375	Animal Supplies - Containment and Habitats
61242	Animal Food	SC10376	Animal Supplies - Feed
61243	Animals	SC10379	Animals
61245	Breeding Supplies	SC10375	Animal Supplies - Containment and Habitats
61247	Computer Supplies	SC10398	IT Computer Components
61249	Fertilizer/Lime	SC10490	Plant Supplies Fertilizers and Herbicides
61250	Forage	SC10376	Animal Supplies - Feed
61252	Grain	SC10376	Animal Supplies - Feed
61256	Maintenance Supplies	<b>Maintenance Supplies: Specific Categories Below</b>	
61256	Maintenance Supplies	SC10389	Building Components - Plumbing Fixtures
61256	Maintenance Supplies	SC10394	Cleaning Supplies
61256	Maintenance Supplies	SC10380	Pest Control Products
61256	Maintenance Supplies	SC10407	Electrical Supplies not lighting or wire mgmt
61256	Maintenance Supplies	SC10408	Electrical - Wire Management Supplies
61256	Maintenance Supplies	SC10415	Adhesives and Sealants
61256	Maintenance Supplies	SC10418	Paints Primers and Finishes
61256	Maintenance Supplies	SC10419	Material Handling Supplies - Containers
61256	Maintenance Supplies	SC10604	HVAC Systems Components
61256	Maintenance Supplies	SC10633	Power Supplies - Engines Motors and Components
61256	Maintenance Supplies	SC10692	Electronic Components
61256	Maintenance Supplies	SC10494	Roads and Grounds - Landscape Supplies
61256	Maintenance Supplies	SC10495	Roads and Grounds - Road Supplies
61259	Seed	SC10493	Plants - Seeds Bulbs Seedlings Cuttings
61287	Computer Software	SC10396	IT Computer Software
61325	Parking Permit and Key Cards	SC10251	Travel Incidentals
61342	Veterinary Supplies	SC10500	Veterinary Supplies
		SC10485	Personal Care Supplies
61801	Postage	SC10852	Postage
61802	Express/Parcel	SC10854	Express Parcel Shipping
61804	Meter Postage	SC10853	Meter Postage
62001	Telephone Equipment & Service	SC10504	Utilities - Phone Services
62002	Long Distance Charges	SC10850	Utilities Phone Long Distance
62003	Special Circuit & Data Service	SC10516	IT Computer Services - Data
62005	Local Call Charges	SC10849	Utilities Phone Local
62007	Moves, Adds and Changes	<b>No Longer Used</b>	
62008	Cable	SC10518	IT Computer Services - Internet
62203	Natural Gas	SC10708	Utilities - Oil and Gas
62205	Electricity	SC10707	Utilities - Electric
62207	Water and Sewage	SC10711	Utilities - Water and Sewer
62208	Gas	SC10706	Fuel not radioactive
62401	Equipment Repair & Maintenance	SC10524	Equipment Maint. & Repair Services not medical
62402	Computer Repairs & Maintenance	SC10517	IT Computer Services - Hardware Maintenance
62405	Vehicle Repair and Maintenance	SC10585	Vehicle Maintenance and Repair Services
62601	Facilities & Ground Repair & Maintenance	SC10526	Facility Maintenance and Repair Services
62617	Roads and Grounds Maintenance	SC10580	Road and Landscape Services
62801	Equipment Rental (Enterprise & OARDC)	SC10646	Equipment Loan
62806	Lease/Purchase Duplicating Equipment	SC10562	Copier Rental
63001	Space Rentals	SC10726	Meeting Facilities Rental

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63201	Copy Services	SC10559	Copying Services	
63204	Printing	SC10563	Printing and Publishing Services not copying	
63206	Publication Services	SC10563	Printing and Publishing Services not copying	
<b>Travel now entered by Spend Category during the Spend Authorization entry Process</b>		Travel	SC10251	Travel Incidentals
			SC10254	Per Diem
			SC10663	Education and Training - Conference Registration
			SC10667	Transportation not chartered
			SC10669	Transportation - Chartered Flight
SC10736	Hotels and Lodging			
63601	Software & Computer Services	Purchased Services	SC10519	IT Computer Services - Software Maint. and Licenses
63605	Laundry and Dry Cleaning		SC10539	Laundry Services
63606	Purchased Services General		SC10966	University Purchased Services Other
63607	Consultants		SC10543	Professional Services - Management Consulting
63608	Temporary Hire		SC10589	Temporary Personnel
63622	Participant Stipends		SC10946	Research Participant Stipend
63625	Pest Control/Pesticides		SC10527	Pest Control Services
63631	Transportation		SC10667	Transportation not chartered
63634	Waste Removal		SC10588	Waste Removal not recycling or hazardous
63632	Vet Services		SC10508	Animal Services
63637	Housekeeping Service		SC10514	Cleaning Services
63646	Honorarium		SC10662	Honorariums
63651	Security Service - Background Checks		SC10581	Security Services
63652	Farrier Services	SC10508	Animal Services	
63679	Gift Cards	Other Expenditures	SC10673	Gift Cards
64401	Dues and Memberships		SC10645	Dues and Memberships
64402	Subscriptions, Periodicals & Books		SC10740	Library Acquisitions Subscriptions and Periodicals
64403	Contributions		SC10256	Contributions
64404	Insurance		SC10649	Insurance Services
64405	Advertising		SC10507	Advertising Services not digital
64408	Business Meals		SC10671	Food - Restaurants and Catering
64409	Faculty Recruiting			<b>No Longer Used</b>
64411	Employee Recognition		SC10949	Awards and Prizes
64412	Meetings			<b>No Longer Used</b>
64413	Conferences & Training Registration		SC10663	Education and Training - Conference Registration
			SC10664	Other Expense
64415	Lodging		SC10736	Hotels and Lodging
64416	Moving & Freight		SC10552	Moving Services
64430	Entertainment & Gifts		SC10248	Personal Acknowledgement Gifts
64437	Graduate/Prof. Student Recruiting			<b>No Longer Used</b>
64440	Licenses/Permits			<b>No Longer Used</b>
64442	Service Charge			<b>No Longer Used</b>
64443	Staff Recruiting			<b>No Longer Used</b>
64444	Undergraduate Student Recruiting			<b>No Longer Used</b>
64458	Special Events			<b>No Longer Used</b>
64459	Exhibits and Displays			<b>No Longer Used</b>
64493	Meals at University Functions		SC10671	Food - Restaurants and Catering
64494	Refreshments at Meetings		SC10671	Food - Restaurants and Catering
64504	Signage		SC10703	Signage
65201	Scholarships		Various	Search "Scholarship" to locate Spend Category
65207	Medals & Prizes	SC10949	Awards and Prizes	
<b>Equipment Spend Categories will be entered by Purchasing for Capital Equipment - Use the Spend Categories to the right for non-capital Equipment Purchases</b>		Equipment	SC10601	Furniture - Office
			SC10607	Lab and Scientific Equipment
			SC10629	Office Equipment not copiers
			SC10399	IT Computer Equipment and Computers
			SC10644	Vehicles not aircraft
SC10592	Agricultural and Forestry Equipment			
65701	Books for Library Acquisitions	Library	SC10739	Library Acquisitions Books
65702	Subscriptions/Periodicals - Library		SC10740	Library Acquisitions Subscriptions and Periodicals