

ACCOUNT CODES

IMPORTANT: This guide identifies active CUNYBuy category and account-code combinations applicable to JJC-03 and JJC-04. Common purchasing codes may be used when they accurately describe the requested purchase. Administrative or specialized codes should be confirmed with the Student Activities Association Business Office before use. Shipping and freight charges must be entered as a separate line when applicable.

Category Code / Description	Account Description / Appropriate Use	Account Name / General Ledger Number
COMMON PURCHASING CODES		
4412000000 Office Supplies	Paper, pens, folders, toner, packing materials and other routine office consumables.	Office Supplies Account 51001
4713000000 Janitorial and Cleaning Supplies and Equipment	Cleaning products, janitorial materials and related operational supplies.	Maintenance and Cleaning Supplies Account 51006
4910000000 Medals, Trophies and Nonmonetary Awards	Trophies, medals and other approved nonmonetary awards.	Athletic Supplies Account 51107
4922000000 Athletics and Sports Equipment	Athletic equipment, sports accessories and related supplies.	Athletic Supplies Account 51107
5020000000 Food and Beverage Items	Packaged or individual food and beverage purchases that are not full-service catering.	Food Services and Catering Account 51005
5310000000 Uniform, Clothing, Graduation Cap and Gowns	Uniforms, apparel, graduation caps and gowns.	Other Supplies Account 51004
5510150900 Text Books	Textbooks, reference books and similar educational publications.	Books Account 51401
6012000000 Instructional/School Supplies	Classroom, educational, program and student-activity supplies, including arts and crafts, games, signage and decorations.	Other Classroom Supplies Account 51105
7315000000 Copiers, Printing and Book Binding Services	Printing, copying, posters, publications and book-binding services.	Printing and Publishing Services Account 51203
7810000000 Freight and Shipping Charges	Freight, delivery and shipping charges. Enter shipping as a separate line when applicable.	Shipping Account 51305
8014160500 Promotional Material and Merchandise	Imprinted shirts, mugs, pens, plaques and other promotional merchandise.	Promotions Expense Account 52753
8600000000 Honoraria/Speaker-NCT	Fixed-price services for speakers, performers, workshops, lectures, DJs and similar engagements.	Services-Training Account 52702
9010160300 Food Services and Catering	Catering, prepared meals and refreshments for meetings, orientations, receptions and events.	Food Services and Catering Account 51005
9011000000 Travel: Hotel and Lodging	Approved hotel and lodging expenses associated with authorized travel.	Out-of-Town Non-PSC Lodging Account 52253
9013000000 Attendance Fees to Special Events, Trips and Performances	Admission and attendance fees for approved events, trips, activities and performances.	Entertainment Account 52351

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ADMINISTRATIVE OR SPECIALIZED CODES		
0000000100 CITY BU Health Insurance	Employer health-insurance expenses and related institutional charges. This is not a routine purchasing code.	Health Insurance Account 50451
2315000000 Industrial Equipment	Specialized operational or industrial equipment not classified under another equipment category.	Other Equipment Account 55010
2612000000 Electrical Supplies and Equipment	Electrical materials, components and related maintenance supplies.	Maintenance and Cleaning Supplies Account 51006
3015000000 Facilities Maintenance Material and Supplies	Materials and supplies used for facilities maintenance and repairs.	Maintenance and Cleaning Supplies Account 51006
4230000000 Medical Supplies	Medical, health-related and first-aid supplies.	Laboratory Supplies Account 51101
4321000001 Computer Hardware: Desktops, Servers and Monitors	Computer hardware meeting applicable capitalization and approval requirements.	Computer Hardware Account 55006
4323000001 Non-Cloud Computing Software Subscription Licenses	Non-cloud software licenses meeting applicable capitalization and approval requirements.	Computer Software Account 55007
4511000001 Audio/Video/Network, Musical and Media Equipment	Capital audiovisual, network, musical and media equipment.	Office Equipment Account 55004
4617000001 Public Safety/Security Supplies and Equipment	Security, identification and access-control equipment and supplies.	Security Equipment Account 55012
7215406600 Office Equipment Maintenance	Maintenance and repair of office equipment.	Maintenance-Office Equipment Account 54001
7710000000 Environmental Health and Services	Environmental testing, inspections and related professional services.	Services-Other Consulting Account 52810

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ADMINISTRATIVE OR SPECIALIZED CODES - CONTINUED		
8010000000 Consulting and Professional Services	Professional consulting services that do not fall under a more specific service category.	Services-Other Consulting Account 52810
8011000000 Human Resources and Recruiting Services	Recruitment, payroll-processing and related human-resources services.	Recruitment Expense Account 52751
8013000100 Rental Expenses and Taxes-NCT	Taxes, charges and other expenses associated with an approved rental arrangement.	Rental-Taxes and Other Expense Account 53256
8013150000 Rentals: Land, Buildings and Space-NCT	Rental of approved event, meeting, office or program space.	Rentals-Real Estate Account 53251
8111230300 Computer Equipment Installation, Maintenance and Support	Computer installation, technical support and maintenance services.	Maintenance-Computer Equipment Account 54002
8210000000 Advertising and Promotional Services	Advertising, publicity and promotional services rather than merchandise.	Services-Advertising/Public Relations Account 52752
8211000000 Interpreter and Translation Services	Interpreter, translation and accessibility-related communication services.	Service-Interpreter Account 52818
8413160700 Property and Liability Insurance	Property, general-liability and related insurance premiums.	Insurance-General Liability Account 52607
8512000000 Health Management, Counseling and Nursing Services	Health, counseling, nursing and related professional services.	Services-Health Account 52811
9401161000 Professional Memberships and Subscriptions	Approved professional memberships, licensing organizations and subscriptions.	Professional Memberships Account 52551