

BUYER-key below	CATEGORY NAME	NATURAL ACCOUNT	DESCRIPTION
			<b>ASSESSMENTS</b>
KW	ASSESS.ASSESS.OTHER	66508	<b>Other Assessments</b>
KW	ASSESS.ASSESS-REALPROP	66508	<b>Real Property Tax - County</b>
KW	ASSESS.IRRIGATION	66508	<b>Irrigation - To Josh for approval, not Arron</b>
MN	ATHLETICS.RECRUITING	63001	<b>Athletic Recruiting - For Intercollegiate Athletic use only</b>
			<b>PROPERTY ACQUISITION</b>
KW	BUILDING.RESIDENTIAL	12513	<b>Building</b> - purchase or residential building
KW	LAND.LAND	12520	<b>Land</b> - purchase of land
			<b>AWARDS, PRIZES</b> - Must attach substitute Form W-9 (or vendor form) when submitting documents for payment.
JM/MN	AWARD.MONETARY	66504	<b>Awards and Prizes - Monetary/Reportable</b> - Disbursement of cash funds for the payment of awards and prizes to non-university employees for awards for contests.
JM/MN	AWARD.NONMONETARY	66505	<b>Awards and Prizes - Non-monetary/Non-Reportable</b> - Includes the purchase of awards and prizes to non-university employees . Does not include the purchase of awards and prizes which include engraving cost which should be categorized as PROFESSIONAL SERVICE.NOVELTY.
			<b>CAPITAL EXPENDITURES</b> - For land, land improvement, building purchases, construction, additions, major remodeling and other expenditures of a capital nature.
KW	CONSTRUCTION.CONSTRUCTION	12314	<b>Construction - University Operations ONLY</b>
			<b>EDUCATIONAL AND RECREATIONAL SUPPLIES</b>
MN	EDUCATION.ATHSUPPLIES	64006	<b>Athletic and Recreational</b> - The cost of any non-equipment recreational items and Athletic clothing/uniforms. Includes admission fees.
KW	EDUCATION.AUDIOVISUAL	64006	<b>Audio visual such as TVs and Projectors.</b> Audio-Visual, Broadcasting, and Video Conferencing System Equipment.
MN	EDUCATION.BOOKS	64007	<b>Books</b>
MN	EDUCATION.LIBRARYBOOKS	64007	<b>FOR LIBRARY USE ONLY</b>
MN	EDUCATION.MEDIA	64007	<b>Media such as CDs, DVDs, Cassettes and the like.</b>
MN	EDUCATION.OTHER-SUPPLIES	64012	<b>Other Educational and Recreational Supplies-</b> Includes passport, visa, manuscripts, reprints and pages charges.
KW	EDUCATION.SUBSCRIPTIONS	64007	<b>Subscriptions</b> - The amounts expended for subscriptions to magazines, newspapers, periodicals, reference materials and services providing informational reports. Includes subscriptions to on-line computer informational services.
MN/TP	EDUCATION.SUPPLIES	64012	<b>Educational and Instructional Supplies</b> - includes works of art
			<b>PROFESSIONAL DEVELOPMENT AND TRAINING</b> - All costs which are associated with the training, development, and education of an employee, including those materials solely purchased for in-house training (transparencies, films, videos, books, manuals, etc.), video teleconferencing charges related to training and education and tuition reimbursements for job-related course work. Does NOT include the amounts expended to individuals engaged in or conducting training. Amounts to individuals are 1099 reportable and should be coded under PROFESSIONAL SERVICE.EMP-TRAINING.
JM/MN	EMPLOYEE.DUES-MEMBERSHIP	66515	<b>Dues and Memberships</b> - Includes the amounts expended for individual and/or university participation in associations, organizations, conventions that benefit the university and the cost of subscriptions that accompany these memberships. Also, includes an employee's current professional licensing fee. Letter, signed by department head, must accompany the Requisition indicating that membership/license is necessary (i.e. required) to perform his or her CURRENT job. Use for non-employee expense.
JM/MN	EMPLOYEE.REGISTRATION	66509	<b>Registration, Conferences</b> - The amounts expended for the payment of tuition, fees, and/or other related expenses for educational or training programs which are offered to all or most employees on a continual or recurring basis. Tuition will be evaluated whether it should be run through Student Financial Aid.
			<b>EQUIPMENT</b> Items valued \$0-4999.99 are considered non-capitalized items. Items costing \$5,000.00 and over and with a useful life of more than one year are capitalized equipment. Equipment costs include installation, shipping, training and travel charges. These charges must be included in the equipment line cost not on separate lines.
KW	EQUIPMENT-IT.COMPUTER-BUILT	12318	Computers, plotters, scanners, printers, etc. Administrative Loan or UW Built (Contact Property Office before using)
KW	EQUIPMENT-IT.COMPUTER-CAP	12502	(\$5,000 - Over) Depreciated - computers and peripherals
KW	EQUIPMENT-IT.COMPUTER	64005	(0-\$5,000) No Property Sticker, - computers and peripherals
MN	EQUIPMENT.DORM-BUILT	12318	<b>Dorm and Housing Equipment and Furnishings</b> - Administrative Loan or UW Built (Contact Property Office before using)
MN	EQUIPMENT.DORM-CAP	12507	<b>Dorm and Housing Equipment and Furnishings</b> - Capitalized - \$5,000.00 and over. Equipment, furniture, etc.
MN	EQUIPMENT.DORM	64006	<b>Dorm and Housing Equipment and Furnishings</b> - \$0 to \$4,999.99 inclusive. Equipment, furniture, etc.
MN/TP	EQUIPMENT.ED-BUILT	12318	<b>Educational, Recreational and Technical Equipment</b> - Administrative Loan or UW Built (Contact Property Office before
MN/TP	EQUIPMENT.ED-REC	64006	<b>Educational and Recreational Equipment</b> - \$0 to \$4,999.99 inclusive. Athletic, Educational, Library, and Recreational.

MN/TP	EQUIPMENT.ED-REC-CAP	12506	<b>Educational and Recreational</b> - Capitalized - \$5,000.00 and over. Athletic, Educational, Library and Recreational Equipment.
MN	EQUIPMENT.FARM-BUILT	12318	<b>Farm Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
MN	EQUIPMENT.FARM-CAP	12508	<b>Farm Equipment</b> - Capitalized - \$5,000.00 and over. Farm Machinery, Implements, Tractors.
MN	EQUIPMENT.FARM	64006	<b>Farm Equipment</b> - \$0 to \$4,999.99 inclusive. Farm Machinery, Implements, Tractors.
MN	EQUIPMENT.FOODSVS-BUILT	12318	<b>Food Service Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
MN	EQUIPMENT.FOODSVS-CAP	12504	<b>Food Service Equipment</b> - Capitalized - \$5,000.00 and over. Cooking and Baking Equipment, Appliances, Cold Storage Equipment
MN	EQUIPMENT.FOODSVS	64006	<b>Food Service Equipment</b> - \$0 to \$4,999.99 inclusive. Cooking and Baking Equipment, Appliances, Cold Storage Equipment
KW	EQUIPMENT-IT.TELECOM-BUILT	12318	Telecommunications Equipment - Administrative Loan or UW Built (Contact Property Office before using)
KW	EQUIPMENT-IT.TELECOM-CAP	12502	Telecommunications Equipment - Capitalized - \$5,000.00 and over.
KW	EQUIPMENT-IT.TELECOM	64006	Telecommunications Equipment - \$0 to \$4,999.99 inclusive.
TP	EQUIPMENT.LAB-BUILT	12318	<b>Laboratory, Medical and Research Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
TP	EQUIPMENT.LAB-CAP	12505	<b>Laboratory, Medical and Research Equipment</b> - Capitalized - \$5,000.00 and over. Scientific Engineering, Laboratory, Medical and Research Equipment
TP	EQUIPMENT.LAB	64006	<b>Laboratory, Medical and Research Equipment</b> - \$0 to \$4,999.99 inclusive. Scientific Engineering, Laboratory, Medical and Research Equipment
MN/TP	EQUIPMENT.LAW-BUILT	12318	<b>Security and Law Enforcement Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
MN/TP	EQUIPMENT.LAW-CAP	12510	<b>Security and Law Enforcement Equipment</b> - Capitalized - \$5,000.00 and over. Firearms, etc.
MN/TP	EQUIPMENT.LAW	64006	<b>Security and Law Enforcement Equipment</b> - \$0 to \$4,999.99 inclusive. Firearms, etc.
MN	EQUIPMENT.LIVESTOCK	64004	<b>Livestock</b> - Non-capitalized - Any cost. Cattle, Hogs, Horses, Sheep
JM&MN	EQUIPMENT.OFFICE-BUILT	12318	<b>Office Equipment and Furniture</b> - Administrative Loan or UW Built (Contact Property Office before using)
JM&MN	EQUIPMENT.OFFICE-CAP	12501	<b>Office Equipment and Furniture</b> - Capitalized - \$5,000 and over
JM&MN	EQUIPMENT.OFFICE	64006	<b>Office Equipment and Furniture</b> - \$0 to \$4,999.99 inclusive.
KW	EQUIPMENT.SHOP-BUILT	12318	<b>Shop and Maintenance Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
KW	EQUIPMENT.SHOP-CAP	12509	<b>Shop and Maintenance Equipment</b> - Capitalized - \$5,000.00 and over. Tools, Custodial, Electrical, Landscaping, Laundry, Plumbing and Sewer Equipment.
KW	EQUIPMENT.SHOP	64006	<b>Shop and Maintenance Equipment</b> - \$0 to \$4,999.99 inclusive. Tools, Custodial, Electrical, Landscaping, Laundry, Plumbing and Sewer Equipment.
KW	EQUIPMENT.TECH-CAP	12502	<b>Technical Equipment</b> - Capitalized - \$5000 and over. Audio-Visual, Broadcasting, and Video Conferencing System Equipment.
KW	EQUIPMENT.TECH	64006	<b>Technical Equipment</b> - Non-capitalized - \$0 to \$4,999.99 inclusive. Audio-Visual, Broadcasting, and Video Conferencing System Equipment.
MN	EQUIPMENT.VEHICLE-BUILT	12318	<b>Vehicles and Transportation Equipment</b> - Administrative Loan or UW Built (Contact Property Office before using)
MN	EQUIPMENT.VEHICLE-CAP(DEPT.)	12503	<b>Vehicles and Transportation Equipment</b> - Capitalized - \$5,000.00 and over. Cars, Trucks, Buses, Trailers, ATV's, Boats, Snowmobiles and Equipment Installed ( <b>Used for departmental purchased vehicles</b> ).
MN	EQUIPMENT.VEHICLE-FLEET-CAP	12503	<b>Vehicles and Transportation Equipment</b> - Capitalized - \$5,000.00 and over. Cars, Trucks, Buses, Trailers, ATV's, Boats, Snowmobiles and Equipment Installed. ( <b>Fleet Services Only</b> )
MN	EQUIPMENT.VEHICLE	64006	<b>Vehicles and Transportation Equipment</b> - \$0 to \$4,999.99 inclusive. Cars, Trucks, Buses, Trailers, ATV's, Boats, Snowmobiles and Equipment Installed
			<b>FARM AND LIVESTOCK SUPPLIES</b>
MN	FARM.EQUIP	64006	<b>Farm Equipment and Trailer Supplies</b>
MN	FARM.FEED	64004	<b>Feed</b> - If charges include hauling and delivery cost, code to 670001, "Feed/Hauling - Delivery".
MN	FARM.FERT	64004	<b>Fertilizer, Weed Spray and Insecticides</b>
JM	FARM.FUEL	66517	<b>Gasoline and Diesel</b>
MN	FARM.SEED	64004	<b>Seed</b>
MN/TP	FARM.VET-SUPPLIES	64004	<b>Veterinary Supplies</b> - Including drugs and darts used on animals.
			<b>FOOD AND FOOD SERVICE SUPPLIES - use PROFESSIONAL SERVICE.CATERING for item purchased for meetings either through pickup or delivery via a catering service.</b>
MN	FOOD.BAKERY	64010	<b>Bakery Products</b>
MN	FOOD.DAIRY	64010	<b>Dairy Products</b>
MN	FOOD.FROZEN	64010	<b>Frozen Foods</b>
MN	FOOD.MEATS	64010	<b>Meats, Poultry and Seafood</b>
MN	FOOD.OTHER-FOODS	64010	<b>Other Foods</b> - Includes dried and canned vegetables and fruits, canned meats, poultry, and seafood, and juices, syrups, sugars, spices, soups, coffee, tea, cereals, jams, jellies, etc.
MN	FOOD.OTHERSUP	64010	<b>Other Food and Food Service Supplies</b>
MN	FOOD.PRODUCE	64010	<b>Fresh Produce</b>
MN	FOOD.SUPPLIES	64010	<b>Food Service Supplies</b> - Dishes, utensils, pans, glasses, silverware, napkins, etc.

FREIGHT AND POSTAGE			
MN/TP	FREIGHT & POSTAGE.FREIGHT	64011	<b>Freight Charges</b> - Outgoing shipping charges. This will include courier service charges, motor freight, air freight and other express charges. Note: Freight charges on pieces of equipment or commodities should be considered as part of the over all cost and charged to the same code.
MN/TP	FREIGHT & POSTAGE.POSTAL	64011	<b>Postal</b> - The amounts expended for postage and loading postage meters and bulk mail services provided by UW Postal. Does not include rent for postage meter machines and/or mailing machines or PO Box Rental which are coded RENTAL.OTHER.
HAZARDOUS			
TP	HAZARDOUS.HAZ-CHEMICALS	64001	<b>Hazardous chemicals used in scientific research.</b>
TP	HAZARDOUS.HAZ-MATERIALS	64001	<b>Hazardous materials used in scientific research.</b>
SOFT GOODS AND HOUSEKEEPING - purchase of items, not cleaning and alteration.			
MN	HOUSEKEEPING.CLOTHING	64013	<b>Clothing and Apparel</b> - The cost of clothes or uniforms purchased. Includes footwear and gloves. If charges include embroidering or screenprinting use PROFESSIONAL SERVICE.NOVELTY
MN	HOUSEKEEPING.CUSTODIAL	64014	<b>Custodial, Housekeeping and Janitorial</b> - Includes expendable items purchased for cleaning, laundering, detergents, disinfectants, light bulbs, mops, waxes, garbage cans, trash bags, etc.
MN	HOUSEKEEPING.LINENS	64014	<b>Blankets and Linens</b>
INSURANCE AND BOND PREMIUMS			
MN	INSURANCE.BONDS	62005	<b>Insurance and Bond Premiums</b> - The amounts expended for liability, property, vehicle, fire, or accident insurance and bond premiums. Includes notary bond fees.
JUDGMENTS - Court Assessed and Other Fixed Charges - For General Counsel use only			
MN	JUDGMENT.ATTORNEYFEES	66003	<b>Attorney Fees and Gross Proceeds Payments</b> - If paying a settlement amount to an attorney on behalf of the claimant, to an attorney and one or more other person or when the payment is made payable only to an attorney for services performed for others it is a "gross proceeds payment" and reportable on a 1099.
MN	JUDGMENT.NONRPTPERINJ	66001	<b>Non-Reportable Personal Injury Awards</b> <u>Non-punitive damages</u> Compensatory or actual damages that compensate an injured party for the injury sustained and that make good or replace the loss caused by the wrong or injury are not 1099 reportable. Non-punitive damages for emotional distress and other non-physical injuries or sickness to the extent attributable to a physical injury or sickness are not 1099 reportable. Non-punitive damages for emotional distress to the extent of the amount paid for medical care attributable to emotional distress (i.e. the actual amount paid for medical expenses for treatment of the emotional distress) are not 1099 reportable.
MN	JUDGMENT.PROPDMG-CLAIM	66001	<b>Property Damage Claims - Claimant</b> - An award for harm caused by the university to a claimant's capital assets. A payment by the university is intended to make the claimant "whole". Thus, payments to claimants for property damage are not reportable.
MN	JUDGMENT.PROPDMG-OTHER	66001	<b>Property Damage Claims - Other</b> - If making settlement for property damage claims payable to an organization other than the claimant. Example: Paying the auto repair shop directly for the damages to the claimant's property. Exception: If making payment to an attorney follow the rules for "gross proceeds payments" in account code PROFESSIONAL SERVICE.ATTORNEY.
MN	JUDGMENT.RPTPERINJ	66002	<b>Reportable Personal Injury Awards</b> <u>Punitive damages</u> Damages awarded over and above the amount necessary to compensate an injured party for the actual loss. Damages awarded as punishment for willful, malicious or fraudulent behavior. Report all punitive damage awards even if they relate to physical injury or physical sickness. <u>Damage Awards for Non-physical Injuries</u> Emotional distress is not considered a physical injury or physical sickness and is reportable. Generally report all compensatory damages for nonphysical injuries or sickness, such as employment discrimination, libel, slander, defamation, damage to reputation or character discrimination and emotional distress such as pain and suffering. <u>Back Pay</u> An award for back pay is treated in the same manner as salary or wage payments. Exception: If the claimant is a university employee then back pay awards are subject to income tax withholdings and should be paid through payroll for W-2 reporting.
LABORATORY, MEDICAL AND RESEARCH SUPPLIES			
TP	LAB-MED.LAB-SUPPLIES	64001	<b>Laboratory Supplies</b> - Research and lab supplies including oxygen and other gases used in laboratory, and equipment.
TP	LAB-MED.MED-SUPPLIES	64003	<b>Medical Supplies</b> - Includes dental, physical therapy, surgical supplies, drugs, medicines, oxygen and other gases.
MN/TP	LAB-MED.SUPL-INTRLMED	64003	<b>Medical Supplies</b> - Internal Medicine, <b>ATHLETIC USE ONLY</b>
MN/TP	LAB-MED.SUPL-ORTHO	64003	<b>Medical Supplies</b> - Orthopedic, <b>ATHLETIC USE ONLY</b>
MN/TP	LAB-MED.SUPL-TRNROOM	64003	<b>Medical Supplies</b> - Training Room, <b>ATHLETIC USE ONLY</b>

MAINTENANCE AGREEMENTS			
KW	MAINTAGREE-OFFICE-EQUIP	62001	<b>External Maintenance Agreements - Office Machines and Equipment</b> - Includes maintenance agreements for all office machines and equipment including computer systems, computer hardware and software. Includes copy machine maintenance agreements.
TP	MAINTAGREE-OTHER	62001	<b>External Maintenance Agreements - Other</b> - Includes all other external maintenance agreements for such items as elevators, lab equipment, etc.
TP	MISC.MISC		<b>DO NOT USE, NOT A VALID CODE</b>
MOTOR VEHICLE AND AIRPLANE SUPPLIES			
JM	MOTOR.FUEL	65002	<b>Fuel</b> - Bulk fuel purchases. Includes fuel for UW vehicles and planes. Fuel purchases for individual University travel should be coded TRAVEL.
TP	MOTOR.OTHER	65002	<b>Other Motor Vehicle and Airplane Supplies</b>
MN	MOTOR.VEHICLE-MAINT	64006	<b>Vehicle Maintenance and Operating Costs</b> - The amounts expended for the maintenance and operations of UW vehicles. Includes tires, lubricants, oil, supplies, car washes and license plate fees.
			<b>OFFICE SUPPLIES</b> - Commodities purchased for consumption or inventory in current usage and considered expendable, with several years of life.
MN/TP	OFFICE.COPY	66502	<b>Copy Charges</b> - per copy charges
KW	OFFICE.PHOTO	64002	<b>Photographic Supplies</b> - The cost of cameras (\$5,000 and over use EQUIPMENT.TECH) and supplies.
JM&MN	OFFICE.SUPPLIES	64002	<b>Office Supplies</b> - Those supplies that are normally used in the operation of an office and are primarily considered expendable in nature.
KW	OFFICE.TECHNOLOGYSUPPLIES	64002	<b>Computer Supplies</b> - Includes monitors, mice, keyboards, speakers and cables.
KW	OFFICE.TECHNOLOGY-SOFTWARE	64008	<b>Computer Software</b> - All Software, Software licenses, software upgrades and site licenses.
PAYMENTS			
TP	PAYMENTS.OTHER	66512	<b>Other Payments / Fees</b> - the fixed amounts expended for court filing fees, lien filing fees, recording or petition charges and other like fees. Not for late fees, restocking fees, etc.
TP	PAYMENTS.PENALTIES	66516	<b>Penalties and Interest</b> - penalties and interest payable under the terms of a contract or state law. Includes late fees or fines.
			<b>PROFESSIONAL AND CONSULTING SERVICES - Professional service means professional or technical expertise provided by a consultant to accomplish a specific study, project, task, or other work statement. This category includes contracts with independent individuals or firms to perform a service or render an opinion or recommendation according to the consultant's methods and without being subject to the control of the agency except as to the results of the work. This includes both new contracts and amendments and/or renewals of existing contracts. The cost of services is based on a complete project or contract (i.e. cumulative value). Projects may be a short duration or be performed over a longer period of time.</b> - Agreements are required for payments of <b>\$10,000 or more</b> . General Counsel shall review professional service contracts prior to commencement of services through the WyoCloud Contracts module. Please review the Quick Reference Guide (QRG) for information on the contract process. A dually signed Agreement for Services (all amendments if applicable) and a signed Employee vs Independent Contractor Worksheet must be attached to the Requisition. - Services valued at <b>\$2,500 to \$9,999.99</b> will require a signed Statement of Work form and Employee vs Independent Contractor Worksheet be attached to the Requisition. These forms do not need to be reviewed by General Counsel. - <b>Under \$2500</b> supporting documentation is required to be attached to the Requisition. This can be an invoice from the supplier or signed incentive/honorarium form. The Employee vs Independent Contractor Worksheet is not required. - If contract includes travel expenses the whole amount is to be paid under the 60000 series.
MN/TP	PROFESSIONAL SERVICE.ADS	62001	<b>Advertising</b> - Includes the cost of radio, television, signs and billboard advertising. Also, includes job vacancy announcements. <b>Contract required. Job vacancy will not require a contract.</b>
KW	PROFESSIONAL SERVICE.ARCHENG	62001	<b>Architectural and Engineering Services</b> - The amounts expended for the services of architectural for engineering firms or individuals. <b>Contract required</b>
TP	PROFESSIONAL SERVICE.ATTORNEY	62003	<b>Attorney Services</b> - Fees paid for attorneys which provided legal services for the University. <b>Contract not required but a Letter of Engagement signed by an authorized university representative is required. Do not dispatch.</b>
KW	PROFESSIONAL SERVICE.COMM-PHOTO	62001	<b>Communication and Photography Services</b> - The amounts expended for design, development, and/or oversight of: audio/video media productions, brochures, manuals, newsletters, maps, signs, posters, annual reports, etc. Technical writing/editing, speech writing, grant writing, graphic design services, development of communication strategies, and other related services to inform the public or other governmental agencies about a subject. Includes amounts for photographic production (still and motion pictures) and amounts expended for photo developing and prints. Printing as a result of these services are classified under PROFESSIONAL SERVICE.COM-PRINT. <b>Contract required</b>

KW	PROFESSIONAL SERVICE.IT-COMPINFO	62001	<b>Computer and Information Services</b> - The amounts expended to analyze, enhance, modify or implement computer systems or telecommunications systems. Includes amounts expended for programming or data processing charges, web hosting and web design. Does not include design or development of major information systems which are classified under PROFESSIONAL SERVICE.MGMT. <b>Contract required</b>
MN	PROFESSIONAL SERVICE.COMM-PRINT	62001	<b>Commercial Printing</b> - The amounts expended for contractual printing, reproduction, duplicating, binding operations and all common processes of duplication performed by commercial printers. Includes printed matter such as publications, books, business cards, letterhead, and pamphlets. Includes cost of paper and materials if furnished by the printer. A list of authorized printers is located on the Procurement Services website. Copies (Copier Services, FedEx Office, etc.) use expenditure code OFFICE.COPY. <b>Supplier must be on the approved printer's list.</b>
TP	PROFESSIONAL SERVICE.COURT	62001	<b>Court Services</b> - The cost of all professional services (except attorney's fees) rendered by or for the courts, such as witness fees, court reporter services, miscellaneous court costs, etc. Includes the amounts expended for bond counsel, patent counsel, hearing examiners, expert witnesses, court reporters, legal aides, process servers, stenographic services, transcription services, lay witnesses, summons issued, private investigators, collection costs, and other expenses associated with holding court or preparation for holding court. <b>Letter of Engagement, contract, or approval email from General Counsel required. Questions can be directed to General Counsel. Do not dispatch.</b>
MN	PROFESSIONAL SERVICE.CUSTODIAL	62001	<b>Custodial, Housekeeping and Janitorial Services</b> - The cost of hiring professional companies and individuals to provide general cleaning services. <b>Contract required</b>
MN	PROFESSIONAL SERVICE.DISLOCATION	62001	<b>Dislocation Allowance</b> - Taxable payments to fourth (4th) year medical residents (non-student, non-employee) in the Cheyenne and Casper Family Medicine Residency Programs to partially offset living expenses while relocated during a rotation. <b>Contract not required</b>
MN	PROFESSIONAL SERVICE.ED-INST	62001	<b>Educational and Instructional</b> <b>Contract required (includes Honorariums)</b> Honorariums will require the Honorarium letter be filled out when submitting Requisition and payment to Payment Services (value of \$2500 and over requires a Statement of Work form) . This form can be located in the Procurement Services Group in WyoWeb. For incentive payments use PROFESSIONAL SERVICE.INCENTIVE.
TP	PROFESSIONAL SERVICE.EMP-TRAINING	62001	<b>Employee Training Services</b> - The amounts expended to individuals engaged in or conducting training to meet employee training needs, managerial training, employee counseling services, guest speakers, and curriculum development. Also, includes amounts expended for personnel review boards, harassment and related investigations, mediation and other employment issues. <b>(Non-IT) Contract required</b>
MN	PROFESSIONAL SERVICE.ENT-SPEAKER	62001	<b>Entertainment / Speakers</b> - Includes technical support <b>Contract required</b>
MN	PROFESSIONAL SERVICE.FIN	62001	<b>Financial Services</b> - The amounts expended for financial services, actuarial service, economic analysis, cost/benefit analysis, cost allocation, accounting and audit services. Also, includes investment management, cash management and stockbroker services. <b>Contract required</b>
MN	PROFESSIONAL SERVICE.FOOD	62011	<b>Food Service</b> - Includes the cost of meals and/or professional services of nutritionists or dieticians under contractual agreement. Catering services are included under this object code. <b>Contract required. A catering contract template for UW Campus and Wyoming Union can be obtained from Procurement Services. A current list of authorized on-campus caterer's is located on the Procurement Services website. Contract not required if listed as an approved caterer.</b>
MN	PROFESSIONAL SERVICE.GAMEGUAR	66510	<b>Game Guarantees</b> <b>Contract required, can be old - may not be DocuSign (several years' contract)</b>
MN	PROFESSIONAL SERVICE.HAULING	62001	<b>Hauling - Delivery</b> - Includes freight and labor to transport and deliver feed, animals or equipment etc. <b>Contract required</b>
TP	PROFESSIONAL SERVICE.HAZ-WASTEDISP	62001	<b>Hazardous Waste Disposal</b> <b>Contract required</b>
MN	PROFESSIONAL SERVICE.INCENTIVE	62007	<b>Incentive Payment</b> - Payments to individuals (non-employees) to encourage attendance and participation in sponsored University of Wyoming training and certification programs. <b>Contract required. Incentive Form can be located in the Procurement Services group in WyoWeb and filled out form will be required when submitting Requisition and payment to Payment Services.</b>
KW	PROFESSIONAL SERVICE.INSPECTORS	62001	<b>Inspectors</b> <b>Contract required</b>
MN	PROFESSIONAL SERVICE.INTERPRETERS	62001	<b>Interpreters</b> <b>Contract required</b>
KW	PROFESSIONAL SERVICE.IT-EMPTRAIN	62001	<b>Employee Training Services</b> - The amounts expended to individuals engaged in or conducting training to meet employee training needs, managerial training, employee counseling services, guest speakers, and curriculum development. Also, includes amounts expended for personnel review boards, harassment and related investigations, mediation and other employment issues. <b>(FOR INFORMATION TECHNOLOGY ONLY). Contract required</b>
TP	PROFESSIONAL SERVICE.LAB	62001	<b>Laboratory</b> - Lab analysis other than medical. <b>Contract required. Standard contract available through General Counsel.</b>
KW	PROFESSIONAL SERVICE.LANDSCAP	62001	<b>Landscaping</b> - The amounts (parts with labor) expended for landscaping, grounds maintenance, ground development, and aesthetics. Includes plants, trees, shrubs, trimming, weed control, etc. Includes plant maintenance. <b>Contract required</b>
MN	PROFESSIONAL SERVICE.LAUNDRY	62001	<b>Laundry Services</b> - Charges for laundry and dry cleaning services. <b>Contract required</b>
MN/TP	PROFESSIONAL SERVICE.LAWENFORCE	62001	<b>Law Enforcement/Security and Fire Protection</b> <b>Contract required</b>
MN	PROFESSIONAL SERVICE.MAIL	62001	<b>Mailing Services</b> - The cost of services for bursting and pre-sorting forms and stuffing and labeling envelopes in preparation for mailing. Does not include postage, use FREIGHT & POSTAGE.POSTAL. <b>Contract required</b>

MN/TP	PROFESSIONAL SERVICE.MED	62015	<b>Medical Services</b> - The amounts expended for any medical costs relating to or concerned with physicians or the practice of medicine. Includes hospital costs, orthopedic, laboratory and lab analysis, and charges for services performed by doctors, dentists, orthodontics, optometrists, pediatricians, etc. <b>Contract not required on standard medical services</b>
MN/TP	PROFESSIONAL SERVICE.MED-DENTL	62015	<b>Medical Services - Dental</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-MRI	62015	<b>Medical Services - MRI</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-ORTHO	62015	<b>Medical Services - Orthopedic</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-RTNCR	62015	<b>Medical Services - Routine Care</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-SPCTST	62015	<b>Medical Services - Special Tests</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-VISION	62015	<b>Medical Services - Vision</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MED-XRAY	62015	<b>Medical Services - Xray</b> <b>Contract not required on standard medical services, ATHLETIC USE ONLY</b>
MN/TP	PROFESSIONAL SERVICE.MGMT	62001	<b>Management Services</b> - The amounts expended for services to assist management with operation or management of the unit or division of the university and services which impact university policy, regulatory issues, or which have broad implications. Also, includes services which assist management with program development, implementation, coordination or evaluation; and which result in operational or managerial recommendations, assessment, reports, employment search firms, and studies. Includes studies requested by the legislature and feasibility studies. Also, includes services or strategic planning, goal setting, needs assessment, business process re-engineering, facilitators for staff functions or focus groups, mediation and lobbying. Includes services for design, development, and/or implementation of major University information processing or telecommunications systems, reengineering of major information technology systems, quality assurance on or evaluation of such systems, and development of information technology strategic plans. <b>Contract required.</b>
MN	PROFESSIONAL SERVICE.MKT	62001	<b>Marketing Services</b> - The amounts expended for services to develop or implement a marketing or advertising plan or campaign; services related to marketing a University's service; public relations or media services; market research and development; and services provided to promote the University. Also, includes public involvement services; trade development and assistance; development of market research and customer satisfaction surveys and/or assessment of survey results; conference or trade show coordination; fund raising; and related types of services. Includes News clipping services. <b>Contract required</b>
KW	PROFESSIONAL SERVICE.MOVING	62001	<b>Moving Services</b> - The cost of hiring the services of a moving company to relocate office furniture and fixtures. Does not include expenses of truck rental and supplies for moving using UW employee labor. DOES NOT INCLUDE EMPLOYEE MOVING EXPENSES WHICH IS CONSIDERED A PERSONAL EXPENSE TO THE EMPLOYEE AND REIMBURSEABLE ON AN EMPLOYEE EXPENSE REPORT. <b>Contract required</b>
MN/TP	PROFESSIONAL SERVICE.NOVELTY	62001	<b>Novelty</b> - Includes promotional products when engraving, embroidering or imprinting costs are incurred. <b>Must be an authorized, licensed suppliers. A list of authorized suppliers can be found on the Trademark Licensing website.</b>
MN	PROFESSIONAL SERVICE.OFFICIATING	62001	<b>Judging and Officiating Fees</b> - includes travel expense <b>Contract required</b>
MN	PROFESSIONAL SERVICE.OTHER	62001	<b>Other Professional Services</b> - includes sponsorships <b>Contract required, what we receive should be on invoice</b>
MN	PROFESSIONAL SERVICE.ROYALTY	62014	<b>Royalty</b> - A payment made for the use of property, such as a patent, copyrighted work, artwork, or franchise. <b>Contract required</b>
TP	PROFESSIONAL SERVICE.TECH-RES	62001	<b>Technical Research Services</b> - The amounts expended for environmental studies and assessments, transportation studies and personal services related to natural resources, agriculture, science, biology, aeral research studies and aquatic issues. Also, includes historical research, property appraisals, real estate services, and archaeological surveys. <b>Contract required</b>
MN/TP	PROFESSIONAL SERVICE.VET	62012	<b>Veterinary</b> <b>Contract required</b>
			<b>EQUIPMENT RENTAL (not lease purchase)</b>
MN	RENTAL.AGINDEQ	65502	<b>Agriculture, Industrial and Heavy Equipment Rental</b> - Includes rental of livestock.
MN/TP	RENTAL.AIRBOATEQ	65502	<b>Leased Aircraft, Boats and Trailers</b> - If the rental cost includes hiring the services for the operation of the transportation vehicle, code to PROFESSIONAL SERVICE.OTHER
KW	RENTAL.COMM-EQUIP	65502	<b>Communication Equipment Rental</b> - Rentals and leases of audio and video equipment. Includes telephones, fax machines, televisions, video recorders, radios, and pagers etc.
KW	RENTAL.DATAPRO-EQUIP	65502	<b>Data Processing Equipment Rental</b> - Rentals and leases of data processing related equipment. Includes computer lease.
TP	RENTAL.ED-EQUIP	65502	<b>Educational, Recreational, Research, and Technical Equipment Rental</b> - Includes rental of cap and gowns and rental / lease of gas cylinders.
KW	RENTAL.OTHER-EQUIP	65502	<b>Office Equipment Rental</b> - Rentals and leases of office furniture and equipment, rental of water equipment for human consumption, postage meter machines and/or mailing machines, renting or leasing printing, reproduction or photographic equipment, lease portion of copier rentals, charges for copy machine maintenance agreements and necessary copy supplies (excluding paper costs). Does not include service and maintenance portion of copier rentals. When listed separately should be coded MAINTAGREE.OFFICE-EQUIP.
KW	RENTAL.OTHER	65502	<b>Other Rentals</b> - The payment for rentals and leases not listed above. Includes post office box rent.



			<b>RENTAL AND LEASES</b> - The amounts expended for the rental, lease, possession and use of property owned by others. This includes land, buildings, structures, office space, meeting rooms, meeting rooms, furnishings and equipment. All rental payments, except those made to corporate or non-profit entities are reportable.
JM	RENTAL.BUILDING	65501	<b>Buildings, Structures, and Office Space</b>
JM	RENTAL.CONFRM	65501	<b>Conference Rooms/Exhibit and Display Booth Rental</b> - Renting rooms or halls for meeting or renting space for exhibits.
JM	RENTAL.EASEMENT	66504	<b>Easements</b> - Includes payments to landowners for the use or access of their land.
JM	RENTAL.LAND	65501	<b>Land, Parks and Grounds</b>
JM	RENTAL.RESPROP	65501	<b>Residential Property Rental</b> - Payments for rent to landlords for individuals or residential type space.
			<b>REAL PROPERTY REPAIRS</b> - goods used in repair that include labor and service are reportable on Form 1099-MISC.
MN/TP	REPAIR.ART	65252	<b>Works of Art</b> - Expenditures, peculiar to museums, displays, and exhibits for their repair and maintenance.
KW	REPAIR.BUILDING	65251	<b>Buildings</b> - Repairs and upkeep, floor and window coverings, minor additions, signs, exterminating, keys, locks, carpentry, ice machines, sterilizers, switches, water conditioners. (Except capital outlay appropriations)
KW	REPAIR.ELECTRIC	65252	<b>Electrical</b>
KW	REPAIR.FENCE	65252	<b>Fencing</b> - New (Except capital outlay appropriations)
KW	REPAIR.HEATAIR	65252	<b>Heating - Air Conditioning</b>
KW	REPAIR.LANDSCAPE	65251	<b>Landscaping</b> - New lawns and plantings, trees, shrubs, trimming contracted.
KW	REPAIR.PAINT-EXT	65252	<b>Painting - Exterior</b>
KW	REPAIR.PAINT-INT	65252	<b>Painting - Interior</b>
KW	REPAIR.PLUMBING	65252	<b>Plumbing</b>
KW	REPAIR.ROADS	65251	<b>Roads and Sidewalks</b> - New or repairs. (Except capital outlay appropriations)
KW	REPAIR.SEWER	65251	<b>Sewer, Water and Irrigation</b> - New pipe or repairs, tile, hydrants, ditches, etc., if not a part of a building. (Except capital outlay appropriations)
			<b>EQUIPMENT REPAIRS AND MAINTENANCE</b> - Payments made in this series which include labor and services are reportable on Form 1099-MISC. IMPORTANT NOTE: If the payment includes labor, the total amount is reportable on Form 1099-MISC. If purchasing materials only, no labor, use a repair account codes, if amount includes labor only use appropriate PROFESSIONAL SERVICE series account.
KW	REPAIR.DATAPRO	65252	<b>Data Processing Equipment</b>
MN	REPAIR.EDREC	65252	<b>Educational/Recreational</b> - Repair of athletic and recreational equipment
MN	REPAIR.FARM	65252	<b>Farm Equipment and Trailers</b>
MN	REPAIR.FOODSVS	65252	<b>Food Service Equipment</b>
TP	REPAIR.LAB	65252	<b>Laboratory, Medical and Research Equipment</b>
MN	REPAIR.LAUNDRY	65252	<b>Laundry and Housekeeping Equipment</b>
JM&MN	REPAIR.OFFICE	65252	<b>Office Machines and Equipment</b> - Repair of an office machine such as a typewriter, computer, calculator, copy machine, reupholstering a chair, etc.
KW	REPAIR.OTHER-EQUIP	65252	<b>Other Equipment Repairs</b> - Repair of power tools, hand tools and miscellaneous small equipment.
MN	REPAIR.VEHICLE	65252	<b>Motor Vehicles</b> - Repairs to autos, trucks, buses, and airplanes - towing
KW	REPAIR.OTHER-MAINT	65252	<b>ALL OTHER MAINTENANCE/REPAIR</b>
			<b>OTHER REPAIR AND MAINTENANCE PARTS AND SUPPLIES</b>
KW	REPAIR.OTHER-BLDGSUPPLIES	65001	<b>Building Supplies</b> - Includes plumbing, electrical, wood, paneling, laminated products, paint, items for fencing and metal products
MN	REPAIR.OTHER-DÉCOR	65252	<b>Decorative Items</b> - Includes items for ornamental purposes such as rugs, pictures , ceramics, etc.
KW	REPAIR.OTHER-LANDSCAPESUPPLIES	65001	<b>Landscaping Supplies</b> - Includes expenses for seed, fertilizer, weed spray, pesticides and insecticides. Also includes the expenses for rock, sand, dirt, gravel and cement supplies.
MN/TP	REPAIR.OTHER-PROMOTIONAL	64012	<b>Promotional Products</b> - Items purchased for promotional use. If charges include printing use PROFESSIONAL SERVICE.COM-PRING and for engraving or embroidering cost code to PROFESSIONAL SERVICE.NOVELTY. Marketing related services should be coded PROFESSIONAL SERVICE.MKT.
MN/TP	REPAIR.OTHER-SAFETYSUPPLIES	64012	<b>Safety, Security and Law Enforcement Supplies</b> - The cost of any non-equipment purchase of items used in fire control, rescue and safety, or providing security. Includes charges for keys to control building access. Includes items such as fire extinguishers, handcuffs, ammo, holsters, badges, regulatory supplies, weapons and similar items under the \$5,000 equipment threshold.
KW	REPAIR.OTHER-TOOLS	65252	<b>Tools and Parts</b> - Includes small tools, hardware (bench stock items, e.g. nuts, bolts, screws, etc.) and parts for repair and maintenance. The cost of small tools purchased for less than \$5,000.
			<b>RESALE</b>
MN	RESALE.FOOD	64010	<b>Cost of Food</b>
KW	RESALE.PHYPL	42101	<b>Cost of Sales</b>
			<b>SUB CONTRACT - For use on Sponsored Program Budgets Only</b>
MN	SUBCON.RSCHDEV<25	67001	<b>Research and Development</b> - Under \$25,000 <b>First \$25,000 of a total sub-award is charged to Indirect Costs.</b>
MN	SUBCON.RSCHDEV>25	67003	<b>Research and Development</b> - \$25,000 and over <b>Use after the first \$25,000 has been charged to 67001</b>

<b>NON-EMPLOYEE TRAVEL REIMBURSEMENTS - Travel on official University business. Includes all students whether or not on payroll.</b>			
JM	TRAVEL.DOMESTIC	63001	<b>Expenses related to employee travel that is paid directly to a supplier for all travel within the United States.</b>
JM	TRAVEL.FOREIGN	63002	<b>Expenses related to employee travel paid directly to a supplier for all travel outside of the United States.</b>
JM	TRAVEL.NON.EMP LODGING	63102	<b>Non-employee lodging</b>
JM	TRAVEL.NON.EMP MEALS	63103	<b>Non-employee paid Per Diem. Actual receipts required for one-day travel, Per Diem will be paid for more than one day</b>
JM	TRAVEL.NON.EMP OTHER TRAVEL	63104	<b>All other expenses not related to meals, lodging or transportation</b>
JM	TRAVEL.NON.EMP TRANSPORTATION	63101	<b>Airlines, shuttles, taxis, ferris, trains and buses</b>
			<b>UTILITIES</b>
KW	UTILITY.AUDIOVISUAL	64504	<b>Audio/Video Utilities</b> - Monthly charges for cable or satellite television and music services.
KW	UTILITY.ELECTRIC	64502	<b>Electricity</b>
KW	UTILITY.FUEL	66517	<b>Fuel</b> - Gas, solid or liquid fuels for cooking, heating or power purposes.
KW	UTILITY.SANITATION	64504	<b>Sanitation</b> - Waste disposal. Includes refuse removal services, recycling services, and document shredding services.
KW	UTILITY.SEWER	64504	<b>Sewer</b>
KW	UTILITY.TELEPHONE	62006	<b>Telephone Charges</b> - Includes installation, maintenance and the monthly charges for the following services: phone services, teleconferencing, long distance charges, portable telephones, cell phones, pagers (air time charges for beepers and pagers owned by the University), data circuits for computers, installation or moving charges, Internet charges, and line charges for facsimile equipment. ALL MOBILE DEVICE EXPENSES SUBJECT TO THE MOBILE COMMUNICATION DEVICE POLICY. PRIOR APPROVAL REQUIRED. CONTACT PROCUREMENT SERVICES PRIOR TO PROCURING.
KW	UTILITY.WATER	64503	<b>Water</b> - Purchase or cost of providing water for human and animal consumption. Does not include rental of water equipment for human consumption..

Buyer Approval - KW-Kelly Wooden, TP-Trinidad Padilla, MN-Melody Nottage, JM-Justin Meyer