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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80120 - Food Services and Catering; Refreshments			
Food Services and Catering	9010160300	51005	
Packaged Foods (chips, cookies, granola bars, etc.)	5019000000	51005	
Beverages (bottled water, can sodas, etc.)	5020000000	51005	
Budget Account 80120 - Office Supplies; Classroom Supplies; Audiovisual Materials			
Aids for ADA Compliance	4221000000	51105	
Alkaline Batteries	2611170299	51006	
Art Supplies **Requires EHS Review**	6012000000	51105	
Audiovisual Equipment Accessories (cassette storage, audio or video head cleaners, compact video cassette adapters, headphone jack adapters, portable media player accessories, speaker enclosures, vinyl record storage devices, audio turntable cartridges and pickup, loud speakers and microphone stands)	5216160000	51106	
Human Body, or Body Part or Organ Models	6010410100	51105	
Kitchen Supplies **Requires EHS Review**	5215000000	51004	
Office Supplies (pens, file folders, organizers, staplers, tape, calendars, planners)	4412000000	51001	
Photo, Filmmaking Supplies **Requires EHS Review**	4514000000	51105	
Printer, Fax and Photocopier Supplies (toner, ink cartridges, print heads)	4410310000	51001	
Signage and Accessories	5512000000	51105	
Toys and Games	6014000000	51105	
Budget Account 80120 - Athletic Supplies			
Collectibles and Awards	4910000000	51107	
Sports Equipment and Accessories	4922000000	51107	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80120 - IT Supplies			
System Board Processors Interfaces or Modules	4320150000	51003	
System Cards	4320140000	51003	
Budget Account 80120 - Maintenance and Cleaning Supplies; Paper Supplies			
Acoustic Ceiling Tiles	3016160199	51006	
Exterior Finishing Materials **Requires EHS Review**	3015000000	51006	
Floor Coverings	5210000000	51006	
Flooring - Green	3016170090	51006	
General Purpose Cleaners **Requires EHS Review**	4713180599	51006	
Interior Finishing Materials **Requires EHS Review**	3016000000	51006	
Lamps, Bulbs and Parts	3910000000	51006	
Paper Products	1411000000	51002	
Plumbing Fixtures	3018000000	51006	
Janitorial Equipment	4712000000	51006	
Paint, Primer, Finishes	3121000000	51006	
Budget Account 80120 - Laboratory Supplies			
Medical Apparel and Textiles	4213000000	51101	
Medical Training Supplies	4230000000	51101	
Patient Exam Products	4218000000	51101	
Patient Treatment Supplies	4214000000	51101	
Physical Therapy Products	4225000000	51101	
Veterinary Equipment and Supplies **Requires EHS Review**	4212000000	51101	
Wound Care Products (first aid supplies)	4231000000	51101	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80120 - Automotive Maintenance & Supplies; Automotive Fuel			
Gasoline	1510150600	53152	
Vehicle Maintenance and Repair	7818150000	53151	
Budget Account 80120 - Books; Pre-Printed Media			
Printed Media (pamphlets, leaflets, etc.)	5510000000	51401	
Books (textbooks, reference books, directories, catalogs, books on tape or compact disc)	5510150900	51401	
Budget Account 80120 - Promotions Expense			
Promotional Merchandise	8014160500	52753	
Budget Account 80120 - Security Systems			
Security Surveillance and Detection Systems	4617000020	53108	
Budget Account 80121 - Travel			
Conference Registration	9999000500	52352	
Airfare	9011100000	52251	
Ground Transportation (Local)	7811200000	52052	
Ground Transportation (Out of Town)	9011300000	52254	
Hotels & Lodging	9011000000	52253	
Budget Account 80122 - Music Licensing			
Trademark or Copyright Law (copyrights related to music)	8012160410	53552	
Budget Account 80122 - Office Equipment Rental or Leasing Services; Office Equipment Maintenance			
Computer Equipment Maintenance	8111230300	54002	
Copier Rental or Leasing Services for Konica and Xerox Copiers (Does Not Include Outright Purchases)	8016180100	53254	
Office Equipment Maintenance (e.g. copier, scanners, printers)	7215406600	54001	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80122 - Software; Software Maintenance			
Software <$5K	4323000000	53910	
Software >$5K	4323000001	55007	
Software License and Support	8111180500	55007	
Software License <12 Months (maintenance service including software protection and support plans that is for a time period of less than twelve months e.g., accounting software, financial analysis software, and spreadsheet software)	5111230300	54005	
Budget Account 80122 - Construction Expense; Building Improvements; Building Maintenance			
Architectural Engineering	8110150800	52808	
Building Improvements >$25K **Requires EHS Review**	7211114001	55002	
Building Maintenance (FACILITIES USE ONLY)	7210150000	53104	
Elevator Maintenance	7210150600	53101	
Exterminator Maintenance **Requires EHS Review**	7210210300	53102	
Facilities Maintenance/Repair	7210290000	53104	
Fire Protection Maintenance	7210150900	53103	
General Building Construction (alterations or improvements to land, fences, walks, landscaping, etc. or the construction or installation of exterior water lines, sewer lines, telephone lines, electric lines, steam lines, etc.)	7213000000	55001	Yes
HVAC Maintenance	7210151100	53105	
Landscaping Services	7210290200	53109	
Professional Engineering Services	8110000000	52808	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80122 - Telephone & Equipment Maintenance			
Cellular Telephone Services	8311160300	53201	
Telecom Equipment Maintenance	7210330200	53201	
Budget Account 80122 - Security Services			
Public Order and Safety	9210000000	52814	
Security Guard Services	9212150400	52814	
Budget Account 80122 - Advertising; Public Relations			
Advertising	8210000000	52752	
Personnel Recruitment (advertising, job posting fees, search fees)	8011170000	52751	
Budget Account 80122 - Consulting; Services			
Environmental Management (consulting services which are not described in other general ledger account code categories)	7710000000	52810	
Guides and Interpreters	9012170000	52818	
Live Performances/Honoraria (payment to an individual for lectures, workshops, seminars, or speaking engagements) *Note: Requires an Independent Contractor Agreement*	9013150000	52701	
Budget Account 80122 - Special Events; Ceremonies			
Commencement and Other Ceremonies	8014190210	52503	
Diplomas	6010160600	53501	
Educational Certificates or Diplomas	6010160100	53501	
Special Events or Ceremonies *Note: Requires Dean or Vice Chancellor Approval*	9014190210	52503	
Sport Games Tournament Expense	4323200320	53402	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80122 - Printing; Postage, Messenger/Delivery Service, Express Mail			
Messenger and Courier Services	7810220610	51303	
Postage (stamps, metered mail, pre-sorted mail, permits in lieu of postage, registered mail, stamped postcards and envelopes, and rental of post office boxes for CUNY Colleges and the Central Office)	4412151300	51301	
Printing Services (digital printing, letterpress or screen printing, promotional printing, stationery or business form printing (e.g. business cards), publication printing, engraved roll printing)	7315000000	51203	
Budget Account 80122 - Subscriptions; Memberships; Training			
Alternative Education Systems (online training)	8611000000	52702	
Memberships (e.g., National Association of College and University Business Officers –NACUBO, and EAB (formerly the Education Advisory Board))	9999000300	52551	
Professional Standards Review Boards - Accreditation Fees (e.g. Mid-Atlantic Region Commission on Higher Education: Middle States Commission on Higher Education)	9401161000	52551	
Subscriptions (Academic and Administrative)	5510151910	51402	
Vocational Training (adult education)	8610000000	52702	
Budget Account 80122 - Credit Card Fees			
Credit card transaction fees	9315151100	53001	
Budget Account 80123 - Motor Vehicles <$5K; >$5K; Other Equipment <$5K			
Motor Vehicles <$5K	2510000000	53908	Yes
Motor Vehicles >$5K	2510000001	55011	
Industrial Equipment & Supplies	2315000000	53911	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80123 - Office Equipment <$5K; >$5K; Other Equipment <$5K; >$5K			
Audiovisual Equipment <$5K	4511000000	53903	Yes
Audiovisual Equipment >$5K	4511000001	55004	Yes
Fire Protection <$5K	4619000000	53903	
Fire Protection >$5K	4619000001	55004	
Fitness Equipment	4920000000	53904	Yes
Industrial Equipment and Supplies	2315000000	53911	
Laundry Equipment	4711000000	53911	
Music Instruments and Parts	6013000000	53903	
Music Instruments and Parts >$5K	6013000001	55010	
Network Communication Accessories <$5K	4322000000	53903	Yes
Network Communication Accessories >$5K	4322000001	55004	Yes
Office Machines <$5K (copiers, printers, shredders)	4410000000	53903	
Office Machines >$5K (copiers, printers, shredders)	4410000001	55004	
Photo, Film, Video Equipment	4512000000	53903	
Printing Equipment (3D Printer) **Requires EHS Review**	4510000000	53903	Yes
Smart Classroom >$5K	4321020001	55004	
Budget Account 80123 - Building Maintenance; Security Systems			
Grounds Maintenance >$25K **Requires EHS Review**	7013000000	54010	
Identification Documents (ID cards and supplies)	5512180000	53906	
Security Equipment <$5K	4617000000	53906	Yes
Security Equipment >$5K	4617000001	55012	

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WHAT AM I REQUESTING?	CATEGORY CODE	EXPENSE ACCOUNT CODE	Category Approval and Inspection Required
Budget Account 80123 - Office Furniture			
Furniture and Fixtures <$5K	5610000000	53902	Yes
Furniture and Fixtures >$5K	5610000001	55005	Yes
Window Treatments	5213000000	53902	
Budget Account 80123 - Computer Hardware <$5K; >$5K			
Computer Accessories >$5K	4321160001	55006	Yes
Computer Accessories <$5K	4321160002	53912	Yes
Computer Equipment <$5K	4321000102	53912	Yes
Computer Equipment >$5K	4321000001	55006	Yes
Multi-Function Printer <$5K (printer, copier, scanner and/or fax consolidated into one machine)	4321211002	53912	Yes
Multi-Function Printer >$5K (printer, copier, scanner and/or fax consolidated into one machine)	4321211001	55006	Yes
Budget Account 80125 - Student MetroCard			
Railway Transportation – MetroCards (MetroCards provided to students that sign a student success agreement and adhere to certain guidelines)	7811160010	54205	