



## OFFICE OF PURCHASING

# Purchasing/ CSU-Buy Training Manual

The purpose of this manual is to familiarize requisitioners with procurement rules and regulations associated with purchasing with public funds, CSU policies and procedures pertaining to procurement, as well as how to access, navigate, and create requisitions on CSU-Buy. Permissions and functions will vary for end users depending on the assigned roles in the system.

Overview: Procurement Rules

- State wide
- University wide

Accessing CSU-Buy

Navigating CSU-Buy

Shopping on CSU-Buy

## Procurement Rules and Regulations

### State Wide Procurement

The Office of Purchasing is governed by rules associated with the Illinois Procurement Code, the State of Illinois Administrative Code, and the Illinois Public Higher Education Cooperative (IPHEC). Unless otherwise stated, the above mentioned rules are associated with any and all purchases made with State funds.

#### Small Purchase Maximum

In accordance with Section 20-20(c) of the Illinois Procurement Code and Section 4.200(a)(1) of the Procurement Rules of the Chief Procurement Officer for Public Institutions of Higher Education, the small purchase maximum thresholds are listed below.

General Goods and Services: **100K**

Professional and artistic Services: **100K**

Construction: **100K**

The above amounts (updated every fiscal year) cannot be exceeded with a vendor within a single fiscal year and pertain to the entire life of the contract. If the small purchase threshold is met or exceeded a competitive solicitation is required and must be posted to the public on the IPHEC bulletin. Vendors will have the opportunity to provide the University with responses to the requested project and submit the best price and/or quality of services. Competitive solicitations include Request for Proposal (RFP), Invitation for Bid (IFB), Qualifications Based Selection (QBS), and Sole Source.

- Request for Proposal (RFP): The most complex solicitation. Used primarily when the University has an idea of the required end result but seeks a vendor to provide guidance on how to achieve the goal. This procurement can take up to 6 months.
- Invitation for Bid (IFB): Solely based on price. The University knows the exact goods or services requested and is seeking a vendor to provide the best price. This procurement can take up to 3 months.
- Qualifications Based Selection (QBS): A vendor resume. Vendors submit proposals to prove they are qualified to perform the services requested. Price is not involved. This procurement can take up to 4 months.
- Sole Source: Used when there is only one vendor who can provide the services requested. A justification form must be completed and approved by the State prior to contract implementation. This procurement can take up to 3 months.

### **Financial Disclosure**

In accordance with Section 30 ILCS 500/50-35 of the Illinois Procurement Code procurements with a fiscal year value of more than \$50,000 shall be accompanied by a disclosure of the financial interests of the vendor, contractor, bidder, or proposer and each subcontractor to be used. The \$50,000 threshold is cumulative of all purchases made within a fiscal year.

### **State Board of Elections**

A State board of Elections document is required for vendors who provide goods and services totaling \$50,000 and above within a single fiscal year.

### **New Furniture Purchase**

It is declared to be the public policy of this State that it is in the best interest of the State to expend the least amount of funds in the purchase of furniture. When purchasing furniture with a price of \$500 or more, end users must check internally for the availability of the item by contacting the University's Property Control department. If the item is unavailable internally contact Tom Whitehead at CMS via email to verify if the item is available in the State surplus facility in Springfield. If the item is also unavailable from the State surplus submit a requisition with the notarized new furniture purchase form attached. (30 ILCS 605/7a).

### **Soybean Ink Statement**

Procurements requiring printing service shall specify use of soybean ink unless a State purchasing officer determines that another type of ink is required to assure high quality and reasonable price of the printed product. (30 ILCS 500/45-15). The Soybean ink based document must be signed by the vendor and attached to every purchase for printing services.

## **University Wide Procurement**

### **Expenditures**

Contractual (1200)- services

Commodities (1300)- supplies \$999.99 and below

Equipment (1500)- any item \$1000 or more

**NOTE:** Expenditures CANNOT be mixed on a single requisition.

### **Contract Requirements**

Any request for contractual services totaling \$10,000 or more MUST have a CSU contract attached. The specifications, contract dates, payment terms, and vendor signature must be completed before the contract can be attached to a requisition.

**Key Point!:** There are only three individuals that can bind the University to a contract or terms and conditions.

### **Signature Requirements**

**President Scott or**

**Designee**

- Must sign contracts \$25,000 and above for the entire University

V.P. Finance and Administration

- Required to sign contracts up to \$24,999.99 for departments in the academic division.

Controller

- Required to sign contracts up to \$24,999.99 for departments in the administration and finance division.

### **Quotes**

A vendor quote is required for purchases in order to ensure the correct goods are delivered at the price provided by the vendor. Additional quotes are required for the following situations:

- Purchases below \$10,000 require **1 quote**.
- Purchases between \$10,000 and \$19,999.99 require **2 quotes**. The quote from the selected vendor and (1) one competitor's quote.
- Purchases of \$20,000 to \$100,000 require **3 quotes**. The quote from the selected vendor and (3) three competitors' quotes.

## **\$ CSU-Buy \$**

### **Accessing CSU-Buy**

1. Enter the URL: <https://solutions.sciquest.com/apps/Router/Login?OrgName=ChicagoState&URL=>
2. Enter a valid User Name and password on the login screen. The User Name (Banner ID) must be in all caps. Passwords are case sensitive. The first password used when first accessing CSU Buy is the word password in lower case.
3. If you experience difficulty logging in or forgot your password please contact the Office of Purchasing for assistance (Janet Ali, ext. 2021 or Kent Clapsaddle, ext. 5425).

### **Navigating CSU-Buy**

#### **The Home Screen**

Far left column of icons



Brings user back to the home screen.



**SHOP:**

- Shopping: Allows user to search for items by keyword or catalog number. Takes the user back to the home screen, advanced search, or to shop from a non-catalog item.

- My Carts and Orders: User is also able to open an active shopping cart, view draft carts, and view orders.



### ORDERS and DOCUMENTS:

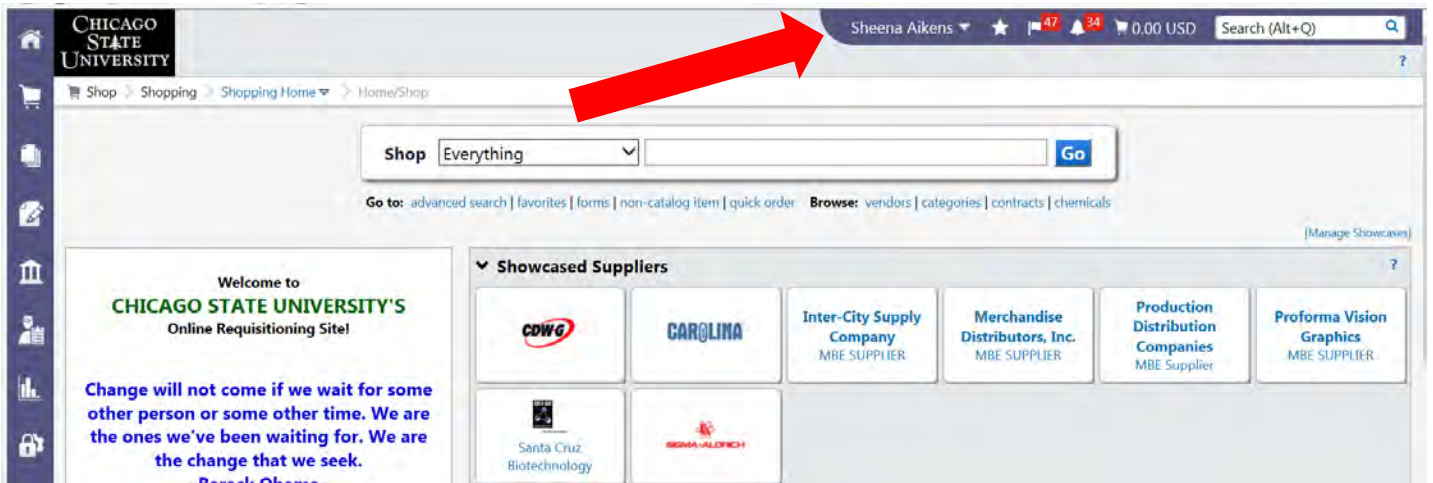
- Document Search: User is able to search documents, view saved searches, and download export files. (detailed description below)
- Approvals: User is able to view current approvals needed, approval notifications, or assign substitute approvers. (if applicable)



### ACCOUNTS PAYABLE

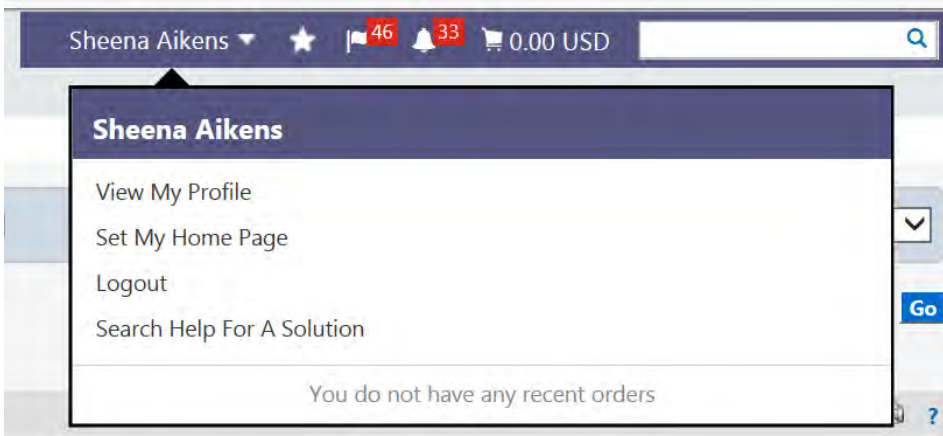
- Invoices and Receipts: View draft receipts or search for receipts. (Training Required)

## Upper Right Top of Screen



### **User Name:** Dropdown:

- “View My Profile” – Displays the user’s name, email address, department information, and CSU-Buy username.



### **Flag Icon:** Action Items

- Displays action items, requisitions, purchase orders, and approvals if applicable.

### **Bell Icon:** Notifications

- User will be notified of certain tiers of requisitions or if action is required.

### **Cart Icon:** Draft Cart

- User is able to view draft cart(s) and proceed to checkout.

### **Blank Search Box:** (click in space and drop down)

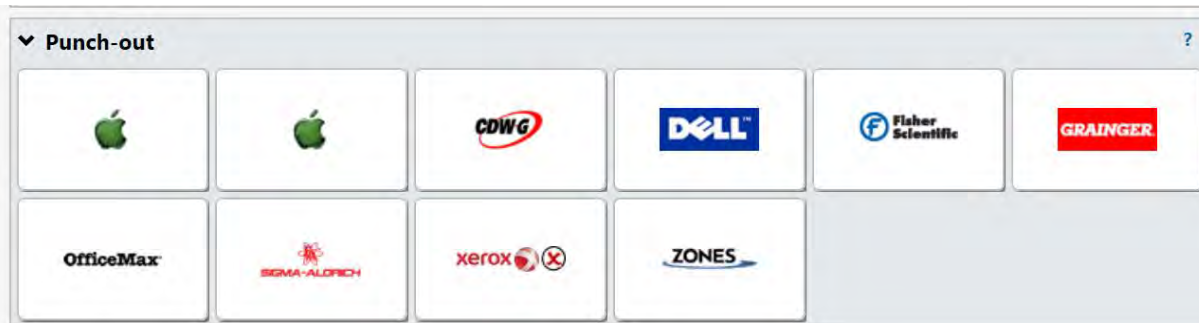
- User is able to search for receipt numbers, requisition numbers purchase order numbers, vendors, or for help.

## Page Content

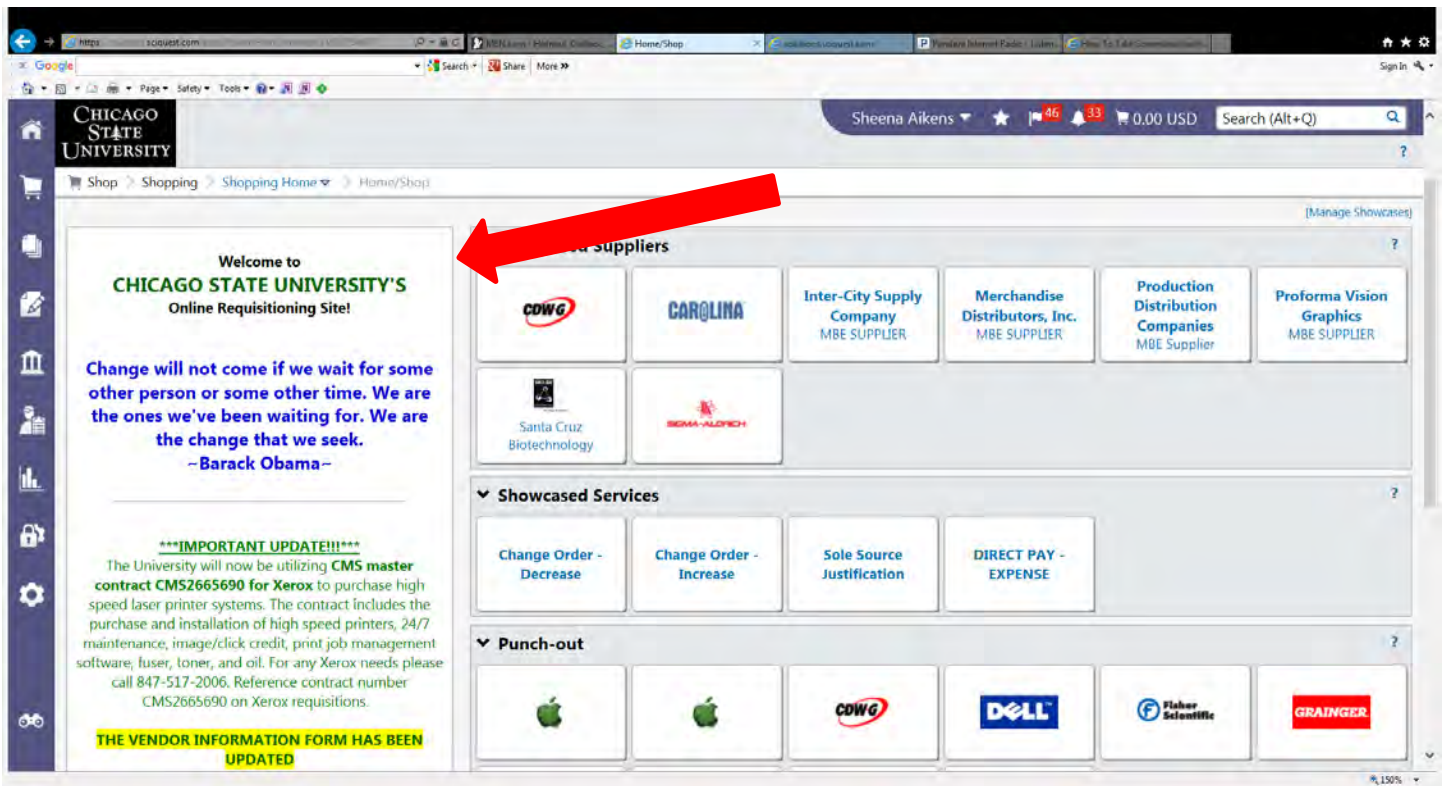
**Showcased Suppliers:** A list of vendors the University frequently uses.



**Punch-Out Suppliers:** Punch-out catalogs are integrated external links to a supplier's web-based catalog. The user is taken to the supplier's site to search for and select products and then return to CSU-Buy to check out. The selected items are then submitted through the standard requisition process.



**Message Board:** The Office of Purchasing will frequently post procurement updates and changes. Check the message board often for updated information!



## Searching via Document Search

This feature allows users to search for requisitions, purchase orders, or receipts by providing certain search criteria. This feature is useful when specific information is unknown but the user has general information by which to search.

Hover mouse over the Orders and Documents icon from the column on the far left side of the screen. Select “document search” then “search documents”. This takes users to the advanced search page. Not all fields need to be completed in order to search.

- **Requisition identification:** Enter the requisition number or requisition name.

### Requisition Identification

Requisition Number(s)	<input type="text"/>
Requisition Name	<input type="text"/>

- **Requisition Information:** User can search for requisitions according to who the request was prepared by, prepared for, the date of submission, the dollar amount of the request or the range, the vendor name or the requesting department.

### Requisition Information

Participant(s)	<input type="text"/>	
Prepared For	<input type="text"/>	
Prepared By	<input type="text"/>	
Approved By	<input type="text"/>	
Date	Submit Date <input type="text"/> All Dates <input type="text"/>	
Total Amount	<input type="text"/>	
Vendor	<input type="text"/>	
Department	<input type="text"/>	

Drop down options allow users to customize the search to specific dates, date ranges, fiscal years, and dollar amounts.

- **Item/Product Information:** Search for requisitions by catalog number, product description, or commodity code.

### Item/Product Information

Catalog Number(SKU)	<input type="text"/>	
Product Description	<input type="text"/>	
Commodity Code	<input type="text"/>	
Form Name	<input type="text"/>	
Form Type	<input type="text"/>	
Product Flags	<input type="checkbox"/> Controlled substance	<input type="checkbox"/> Energy Star
	<input type="checkbox"/> Green	<input type="checkbox"/> Hazardous material
	<input type="checkbox"/> Rad Minor	<input type="checkbox"/> Radioactive
	<input type="checkbox"/> Recycled	<input type="checkbox"/> Select Agent
	<input type="checkbox"/> Toxin	

- **Workflow:** Users are able to search for requisitions that are in a specific workflow step. (i.e. legal, Purchasing, Sponsored Programs, etc.) if the workflow step is unknown click on the magnifying glass to the right the search box and all queues will be displayed. Select the appropriate queue(s).

### Workflow

Current Workflow Step	<input type="text"/>	
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### Workflow Status

<input type="checkbox"/> Completed	<input type="checkbox"/> Pending
<input type="checkbox"/> Rejected	<input type="checkbox"/> Withdrawn

- **Workflow Status:** Search can be tailored to requisitions that are complete, pending, rejected, or withdrawn.



- **Custom Fields:** Users are able to search for requisitions by account code, fund code, organization code, etc.

**Custom Fields**

Account	Is Exactly	<input type="text"/>	Add another Account
		Select from all values...	
Activity	Is Exactly	<input type="text"/>	Add another Activity
Blanket PO	Is Exactly	<input type="text"/>	Add another Blanket PO
		Select from all values...	
Chart	Is Exactly	<input type="text"/>	Add another Chart
		Select from profile values... Select from all values...	
Fund	Is Exactly	<input type="text"/>	Add another Fund
		Select from all values...	
Location	Is Exactly	<input type="text"/>	Add another Location
		Select from all values...	
Organization	Is Exactly	<input type="text"/>	Add another Organization
		Select from all values...	
Program	Is Exactly	<input type="text"/>	Add another Program
		Select from all values...	

Go

**NOTICE!**

The drop down box next to each function gives the end user two options. If the exact code is known the user can enter the code. If the beginning of the code is known the user may enter the first digit(s) of the code to populate the search.

## SHOPPING ON CSU-Buy

**Key Point!**

Shopping tasks range from selecting items for purchase, checking out, and approving orders. It is important to note that all end users do not have permissions to perform each of the tasks. For example, the assigned role of “requester” is only permitted to add items to a cart and submit it for approval. If you have questions about your specific shopping permissions please contact the Office of Purchasing.

### **Creating a Requisition**

**Non Catalog Purchase** (for purchases not made with punch out vendors)

Users can quickly and easily add non-catalog items to a cart. Non-catalog items should be entered when the user cannot find the item needed from a punch-out vendor.

**Step-By-Step**

- Select “Non Catalog Item” and enter the vendor name or do a vendor search. Vendor names should automatically populate, if not a vendor information form is needed so the Office of Purchasing can create a profile for the vendor in the system. The form can be found on Purchasing’s web page.

**Non-Catalog Item** ? X

**Enter Vendor**

or  
Vendor Search

Product Description	Catalog No.	Product Size	Quantity	Price Estimate	Packaging
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	EA <input type="text"/>

254 characters remaining [expand](#) | [clear](#)

**Product Details**

Commodity Code

Manufacturer Name

Manufacturer Part No

- Controlled substance
- Recycled
- Hazardous material
- Radioactive
- Rad Minor
- Select Agent
- Toxin
- Energy Star
- Green

- Provide the product description detailing the goods or services being requested.
- Complete fields pertaining to catalog number, product size, quantity, price estimation, packaging, and commodity code. (Remember! The commodity code is the 5 digit number associated with the account code.) If unsure of commodity code, click on the magnifying glass to the right of the search box for assistance. In this field, the user is able to provide a description of the purchase or provide the first digits of the commodity code.
- “Save and add another” to continue adding multiple line items
- “Save and Close” to complete the cart. The screen will close.

**NOTICE THE UPDATE TO THE DRAFT CART ICON AT THE TOP RIGHT OF THE PAGE!**

- In order to check out, click on the cart icon and select “view my cart”. This will take the user to the draft cart where the steps needed to place the order will be completed.
- The following message will be displayed at the top of the draft requisition screen: **“Almost Ready to Go! The list below needs to be addressed before the cart can be submitted.”** The fields that need to be completed will be displayed below the message. Click on each notification to complete each field required for checkout.
- **Required Fields:**
  - **Shipping:** Enter building and room number associated with order.
  - **Billing:** Transaction date **MUST** be current or the system will reject the order and the entire requisition must be submitted again.
  - **Account Codes:** also called FOAP, stands for Fund, Org, Account, and Program code. The FOAP codes are provided by the fiscal officer.

Accounting Codes				
Chart	Fund	Organization	Account	Program
1 CSU Chart	LI Local - Income Fund	0218 Purchasing	1275 Subscriptions	6C0 General Admin And Logistics Service

- **Internal and External Attachments:** Internal attachments on the requisition remain “in house” and can be viewed by CSU community only. They include additional quotes required by the

Office of Purchasing, certificate of insurance (COI), soybean ink statements, financial disclosures, state board of elections, etc. External attachments are automatically sent to the vendor when the purchase order is created and include the selected vendor quote, vendor agreements, CSU contract, or other documents the vendor must receive with the order.

Internal Notes and Attachments	External Notes and Attachments
Internal Note Internal Attachments	Note to all Vendors Attachments for all vendors PO Clauses

- **Final Review:** Review the order for accuracy and completeness. When ready select the “Place Order” icon at the top right of the page. The requisition number will be displayed.

### Punch-Out Purchase

- Select the appropriate punch out vendor from the home screen. The user will immediately be taken to the vendor’s web page to shop. Once all requested items are selected on the vendor page click on “checkout” on the top right of the screen. This brings the user back the CSU-Buy draft cart where steps required to checkout will be completed.
- Review the order for accuracy, save and close, click on the draft cart at the top right of the home page and continue the process of completing the required fields to check out.

### Deleting a Shopping Cart

There are not restrictions on the number of draft shopping carts that can be created. Occasionally certain carts may no longer be needed; therefore, users can delete entire shopping carts with one click.

#### Step-By-Step

1. Go to the **Shop > My Carts and Orders > View Draft Shopping Carts**.
2. Locate the cart to delete and click the associated Delete button.

- The current cart is displayed in blue; draft carts are displayed in white.
- The Delete button is inactive (grayed out) for consolidated carts that contain items.

**Important:** After selecting Delete, the system deletes the cart immediately. Once a cart is deleted, it is permanently removed and it cannot be restored.

### Creating a New Cart

New carts can be created whenever necessary. Users can create a cart to be used immediately or draft carts for future use. Creating draft carts may be useful for setting up orders that are similar or that might be used later, i.e. standing orders.

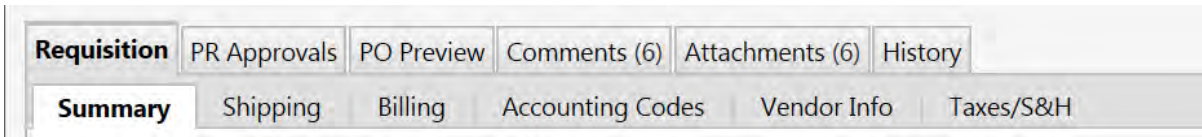
#### Step-By-Step

1. Go to the **Shop > My Carts and Orders > View Draft Shopping Carts**
2. Click the **Create Cart** button.
3. The new cart is created and displayed and you can begin adding items

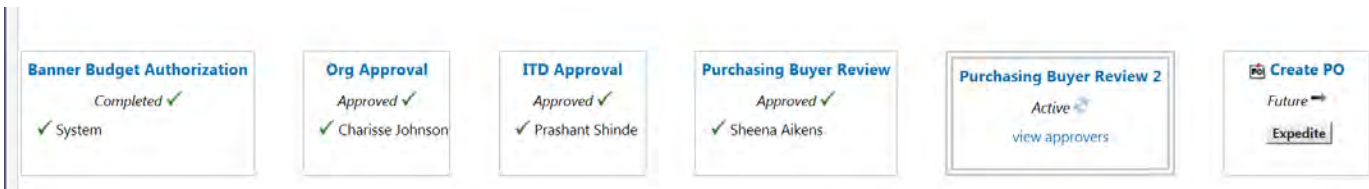
### Viewing the Status or Approvals of a Requisition

- Click on the requisition number or search from the home screen

- Once on the requisition the “general” box will show whether the requisition is pending or complete. A green check mark indicates a completed requisition.
- Tabs displayed on the requisition include: Requisition, PR Approvals, PO Preview, Comments, Attachments, History



- **PR Approvals tab:** Shows where the requisition is in the workflow and what workflow steps have been completed or need to be completed. In each workflow step the user has the ability to “view approvers” and see the name of the individual in the approval queue.



- **Comments tab:** Shows the number of comments associated with the requisition and the individual who submitted the comment.
- **Attachments tab:** Provides a list of all internal and external attachments on the requisition.
- **History tab:** Shows the history of the requisition from start to finish. The history records any change or update made to the requisition.

Line No	Date/Time	User	Step(s)	Action	Field Name	From	To	Note
	4/8/2016 2:59 PM	System		Requisition approval process completed				
	4/8/2016 2:59 PM	System	Create PO	PO Created	PO#: 56998944			
	4/8/2016 2:59 PM	Maricela Aranda	Form Approval	Requisition approved				
	4/8/2016 2:59 PM	Maricela Aranda	Form Approval	Requisition assigned				
	4/8/2016 2:40 PM	Janet Ali	Form Approval	Requisition unassigned				
	4/8/2016 2:40 PM	Janet Ali	Form Approval	Requisition assigned				
	4/8/2016 1:18 PM	Janielle Graham	Org Approval	Requisition approved				
	4/8/2016	Janielle Graham	Org Approval	Requisition assigned				

**CHICAGO STATE UNIVERSITY**  
**OFFICE OF ADMINISTRATION AND FINANCE**  
**ACCOUNT CODES**

**CONTRACTUAL (1200) CODES**

ITEM DESCRIPTION	COMMODITY CODE	ACCOUNT CODE
Transportation of Goods and Other Freight Services	96286	1205
Repair and Maintenance for Office Appliance, Athletic, Cafeteria, Furniture Equipment	93105	1221
Acoustical Tile, All Types (Including Recycled Types)	01005	1223
Draperies, Curtains, And Upholstery Material (Including Automobile Upholstery)	26520	1223
Floor covering, Floor Covering Installation And Removal Equipment, And Supplies	36005	1223
Plumbing Equipment, Fixtures, And Supplies	67002	1223
Road And Highway Building Materials	74501	1223
Roofing Materials And Supplies	77006	1223
Signs, Sign Materials, Sign Making Equipment, And Related Supplies	80109	1223
Building Cleaning, Exterior	91003	1223
Carpentry Maintenance and Repair Services	91006	1223
Carpet Cleaning, Dyeing, Installation and Repair	91009	1223
Drapery and Curtain Installation, Maintenance and Repair	91011	1223
Elevator Installation, Maintenance and Repair	91013	1223
Door Installation, Maintenance, and Repair	91014	1223
Escalator and Moving Walkway, Installation, Maintenance and Repair	91020	1223
Flooring Maintenance and Repair to Include Refinishing and Sealing	91025	1223
Furnace Maintenance and Repair	91026	1223
Garbage/Trash Removal, Disposal and/or Treatment	91027	1223
Heating, Air Conditioning, and Ventilation Maintenance and Repair Services (Including Installation)	91036	1223
Janitorial/ Custodial Services	91039	1223
Locksmith Services	91048	1223
Loading Dock and Associated Accessories Maintenance and Repair	91049	1223
Maintenance and Repair Services, Building (Not Otherwise Classified)	91052	1223
Painting, Maintenance and Repair Services (Including Caulking)	91054	1223
Overhead Door Installation, Maintenance, and Repair	91055	1223
Pest Control (Incl. Termite Inspection and Control, Bird Proofing, Animal Trapping, Rodent Control, Exterminating and Fumigation)	91059	1223

Plumbing Maintenance and Repair (Includes Pressure Tapping Services, Pipe Freezes, Toilets, etc.)	91060	1223
Plant Maintenance, Indoor	91061	1223
Relocation, Building	91064	1223
Remodeling and Alterations	91065	1223
Roofing, Gutters, and Downspouts Maintenance and Repair	91066	1223
Security Lock-Bar Installation, Maintenance and Repair	91067	1223
Sludge Removal, Building (To Include Grease Trap Cleaning)	91070	1223
Shoring and Reinforcement Services	91071	1223
Wallpapering Services, Includes Maintenance and Repair	91074	1223
Wall and Ceiling Repair and Replacement (Including Dry walling)	91075	1223
Welding Maintenance and Repair Services (Inc. Brazing, Casting, and Soldering)	91076	1223
Window Installation, Maintenance, and Repair	91080	1223
Window Washing Services	91081	1223
Wiring and Other Electrical Maintenance and Repair Services	91082	1223
Sandblasting Buildings (See 968-67 for All Other Types)	91083	1223
Shutter Installation, Maintenance and Repair	91084	1223
Maintenance and Repair Services For Machinery	93414	1224
Maintenance and Repair Services for Computer Equipment	93907	1225
Maintenance and Repair Services For (Not Otherwise Classified)	93606	1229
Maintenance and Repair Services For Hospital, Laboratory, And Testing Equipment	93817	1229
Maintenance and Repair Services For Photographic, Telephone/Radio and Television Equipment	93906	1229
Air Conditioners: Commercial, and Parts and Accessories not Individually Itemized	03103	1230
Broom, Brush, And Mop Manufacturing Machinery And Supplies	14003	1230
Builder's Supplies/ Fixed Equipment	15002	1230
Electrical Cables and Wires (Not Electronic)	28008	1230
Electrical Equipment and Supplies (Except Cable And Wire)	28501	1230
Electronic Equipment, Components, Parts, And Accessories (See Class 730 For Testing Or Analyzing Type)	28706	1230
Fasteners: Bolts, Nuts, Pins, Rivets, Screws, Etc. (Incl. Packaging, Strapping And Typing Equipment And Supplies)	32010	1230
Fencing, Temporary (For Construction and Other Industrial or Safety Uses)	33055	1230
Soil Conditioners: Compost, Marine Humus, Sulfur, Synthetic Polymers, Mulch, etc.	33572	1230
Fire Protection Equipment And Supplies	34004	1230
Floor Maintenance Machines, Parts, And Accessories	36510	1230
Edgers, Trimmers, And Weed Cutters	51510	1230

Paint, Protective Coatings, Varnish, Wallpaper, And Related Products	63003	1230
Rental or Lease Services of Appliances, Cafeteria, Office, Furniture, Equipment And Window And Floor Coverings)	97708	1231
Rental or Lease Copy Machines	98523	1231
Rental or Lease Mailing Equipment Including Postage Meter	98554	1231
Rental or Lease Services of Automotive And Heavy Equipment	97506	1232
Rental or Lease Real Property	97102	1233
Rental or Lease Machinery and Mechanical Equipment	98560	1234
Rental or Lease Audio/Visual Equipment and Accessory	98555	1237
Rental or Lease Services of Engineering, Hospital, Laboratory, Precision Instruments, Refrigeration, Scales, And Testing Equipment	97917	1239
Rental or Lease of Equipment (Not Otherwise Classified)	98111	1239
Rental or Lease Clothing (Incl. Uniforms)	98322	1239
Rental or Lease Services of Computers, Data Processing, And Word Processing Equipment	98412	1239
Accounting Services (Not Otherwise Classified)	94611	1242
Auditing	94620	1242
Credit Card, Charge Card Services	94635	1242
Financial Services (Not Otherwise Classified)	94649	1242
Installment Purchase/Lease Purchase Financing and Lease With Option to Purchase Financing	94654	1242
Fees, Credit Card	96338	1242
Licensing Fees	96345	1242
Bookbinding Services	90810	1243
Legal Services	96150	1244
Consulting Services	91802	1245
Computer, Programming, And Software Services	92002	1245
Educational/Training Services	92405	1245
Public Speaking Services	96161	1245
Sign Language Services for the Hearing Impaired	96167	1245
Sports Professionals Services (Including Sports and Recreation Programs and Referee/Umpire Services)	96168	1245
Theatrical Services (Including Production, Scenery Design, Stage, etc.)	96173	1245
Translation Services	96175	1245
Professional Services (Not Otherwise Classified)	96258	1245
Professional Services (Not Otherwise Classified)	96258	1245
Maintenance and Repair Services, Building (Not Otherwise Classified)	91052	1248
Janitorial Management Services	95863	1248

Relocation Services for Personnel	96163	1249
Relocation Services for Personnel	96163	1250
Utility Services, Gas	96184	1251
Utility Services, Electric	96183	1252
Utility Services, Water	96185	1253
Postage Related Purchases (Incl. Postage Stamps, Pre-Sort 1st Class Inscriptions, Postage by Phone for Meters, etc.)	96357	1261
Contractual Services (Not Otherwise Classified)	96196	1264
Insurance and Insurance Services (Not Otherwise Classified)	95352	1271
Travel Agency Services	96178	1272
Advertising	91501	1273
Fees, Conference/Convention	96337	1274
Internet Database Subscriptions	95635	1275
Library Services (Not Otherwise Classified)	95638	1275
Magazine Subscriptions	95640	1275
Newspaper Subscriptions	95650	1275
Professional Document and Publication Subscriptions (Legal, Medical, etc.)	95658	1275
Professional Journal Subscriptions	95660	1275
Scientific Research Services	95675	1275
Fees, Conference/Convention	96337	1276
Registration Fees	96364	1276
Associations	96320	1277
Membership Dues	96348	1277
Computer Software	20810	1284
Ambulance Services, Nonemergency (see 990-37 for Emergency Ambulance Services)	94812	1289
Food Management Services (Incl. Hygiene, Contamination, Preservation, Research, etc.)	95844	1289
Contractual Services (Not Otherwise Classified)	96196	1289
Employment Agency and Search Firm Services (Including Background Investigations and Drug Testing for Employment)	96130	1289
Contributions/ Donations	96330	1289
Meals	96347	1289
Sponsorship (All Types)	96377	1289
Fingerprinting Services	99041	1289
Investigative Services	99052	1289
Hotel/Motel Accommodations (Incl. Lodges, Resorts)	97130	1289
Travel Local	96287	1291



Travel Non-Local	96288	1292
Travel Local	96287	1293
Travel Non-Local	96288	1294

**COMMODITY (1300) CODES**

Chemical and Supplies, Dry (For Bond Paper Type Copying Machines)	01515	1302
Computer Peripherals For Microcomputers	20413	1304
Computer Hardware and Peripherals For Mini And Main Frame Computers	20617	1304
Computer Accessories And Supplies	20710	1304
Paper, Tabulating Stock	25055	1304
Tests, Answer Sheets, Scoring Keys, etc. (For EDP Systems)	25080	1304
Envelopes: Clasp, String, etc.	31006	1304
Forms, Continuous: Computer Paper, Form Labels, Snap-Out Forms, And Folders For Forms	39515	1304
Office Supplies	61007	1304
Paper, For Office And Print Shop Use	64510	1304
Art, Drawing and Painting Supplies: Brushes, Canvas, Chalk, Colors (Acrylic, Oil, Water, Etc.),Crayons, Palettes, Paper and Pads, Staples, etc.	05040	1308
Crafts, General	23202	1308
Educational and Instructional Materials and Supplies	78503	1308
Abrasive Equipment and Tools	00505	1310
Ice and Snow Removal Chemicals (See 775-45 for Road Salt)	19246	1332
Road Maintenance Salt (See Class 192 for Ice Removal Chemicals)	77545	1335
Oil, Grease And Lubricants	40502	1342
Clinical Laboratory Reagents And Tests (Blood Grouping, Diagnostic, Drug Monitoring, Etc.)	19308	1350
Drugs and Pharmaceuticals	26901	1350
Standard IV and Injectable Solutions: Dextrose, Electrolytes, Ringer's Saline, etc.	27196	1350
Gases, Containers, Equipment: Laboratory, and Medical	43012	1350
Germicides, Cleaners, And Related Sanitation Products For Health Care Personnel	43504	1350
Medical Related Accessories And Sundry Items	47505	1350
Laboratory Accessories and Supplies	49305	1350
Foods	37515	1360
Clothing: Athletic, Casual Dress, Uniform, Weather And Work Related	20010	1370
Clothing Accessories (See Class 800 For Shoes And Boots)	20113	1370
Shoes and Boots	80005	1370
Cleaners, Miscellaneous, Not Otherwise Listed	19218	1391

Janitorial Supplies	48501	1391
Nursery (Plants) Stock, Equipment, And Supplies	59506	1392
Bookbinding Supplies	12505	1394
Office And Library Accessories < \$100	60503	1394
Hand Tools (Powered And Non-Powered), Accessories And Supplies	44502	1395
Hardware and Related Items	45001	1395
Gases, Containers, Equipment: Laboratory, and Medical	43012	1396
Appliances, Small	04506	1397
Miscellaneous Supplies/Equipment (Not Otherwise Classified)	57805	1398
Park, Playground, Recreational Area And Swimming Pool Supplies	65006	1398
Sporting Goods, Athletic Facility Supplies	80509	1398
Cards, Greeting and Gift (Including Recycled Types)	03723	1399
Art Objects	05202	1399
Badges, Buttons, Emblems, and ID Cards, Card Holders, Nameplates, Convention Badges	08010	1399
Folders, Presentation	08045	1399
Service Awards, Specialty Type	08065	1399
Trophies, Plaques, Awards, Certificates, etc. (Not Otherwise Classified)	08078	1399
Bags, Bagging, Ties, And Erosion Sheeting, Etc.	08508	1399
Clocks, Watches, Timepieces, Jewelry And Precious Stones	19508	1399
Bar Code Decals	25505	1399
Windshield Decals, Numbered	25570	1399
Wire And Cable, Electronic: Audio, Coaxial, Hook-Up, Lead-In, etc.	28796	1399
First Aid And Safety Supplies	34505	1399
Flags, Flag Poles, Banners, And accessories	35010	1399
Microfiche/Microfilm Supplies (Not Otherwise Classified): Jackets, Leaders, Mailers, Reels, Spools, Trailers, Aperture Cards, etc.	57549	1399
Miscellaneous Supplies/Equipment and Consumables (Not Otherwise Classified)	57805	1399
Park, Playground, Recreational Area And Swimming Pool Supplies	65006	1399
Photographic Film, and Supplies (Not Graphic Arts, Microfilm, And X-Ray)	65505	1399
Police Supplies	68004	1399
Sound Systems Accessories	80316	1399
Sporting Goods, Athletic Facility Supplies	80509	1399
Theatrical Supplies	85522	1399

**INVENTORY (1400) CODES**

Inventory Services	94655	1401
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Inventory Services	94655	1410
Inventory Services	94665	1420
Inventory Services	94655	1430
Inventory Services	94655	1440
Inventory Services	94655	1450
Inventory Services	94655	1460
Inventory Services	94655	1470
Inventory Services	94655	1480
Inventory Services	94655	1490
Inventory Services	94655	1493

**EQUIPMENT (1500) CODES**

Office Furniture and Equipment	\$100- \$499.99	42503	151001
Office Furniture and Equipment	\$500- \$4,999.99	42503	151002
Office Furniture and Equipment	\$5,000.00 +	42503	151003
EDP Equipment	\$100- \$499.99	20410	151501
EDP Equipment	\$500- \$4,999.99	20410	151502
EDP Equipment	\$5,000.00 +	20410	151503
Passenger Automotive	\$100- \$499.99	07104	152101
Passenger Automotive	\$500- \$4,999.99	07104	152102
Passenger Automotive	\$5,000.00 +	07104	152103
Motor Vehicles	\$100- \$499.99	07105	152201
Motor Vehicles	\$500- \$4,999.99	07105	152202
Motor Vehicles	\$5,000.00 +	07105	152203
Household Equipment	\$100- \$499.99	04512	153001
Household Equipment	\$500- \$4,999.99	04512	153002
Household Equipment	\$5,000.00 +	04512	153003
Machinery and Tools	\$100- \$499.99	54502	154001
Machinery and Tools	\$500- \$4,999.99	54502	154002
Machinery and Tools	\$5,000.00 +	54502	154003
Scientific Instruments	\$5,000.00 +	49304	155001
Scientific Instruments	\$500- \$4,999.99	49304	155002
Scientific Instruments	\$5,000.00 +	49304	155003
Training Materials	\$100- \$499.99	78502	156101
Training Materials	\$500- \$4,999.99	78502	156102
Training Materials	\$5,000.00 +	78502	156103
Equipment- Not Elsewhere Classified	\$100- \$499.99	57806	159901
Equipment- Not Elsewhere Classified	\$500- \$4,999.99	57806	159902

Equipment- Not Elsewhere Classified	\$5,000.00 +	57806	159903
Telephone, Radio	\$100- \$499.99	72606	175001
Telephone, Radio	\$500- \$4,999.99	72606	175002
Telephone, Radio	\$5,000.00 +	72606	175003
Intangible Assets	\$100,000.00 +		158103
Capital Lease Equipment	\$100- \$499.99		158201
Capital Lease Equipment	\$500- \$4,999.99		158202
Contributed Equipment	\$100- \$499.99		158301
Contributed Equipment	\$500- \$4,999.99		158302
Contributed Equipment	\$5,000.00 +		158303
Art- Non Depreciated	\$100- \$499.99		158401
Art- Non Depreciated	\$500- \$4999.99		158402
Art- Non Depreciated	\$5,000.00 +		158403
Library Books	\$.01 +	52550	156001
Construction in Progress	\$5,000.00 +		669003
Building	\$100,000.00 +		663003
Land	\$100,000.00 +		661103
Site Improvements	\$5,000.00 +		664003
Remodeling and Renovation	\$5,000.00 +		662503
Asbestos Abatement Costs	\$5,000.00 +		662703
Architectural and Engineering Fee	\$5,000.00 +		662803
Planning	\$5,000.00 +		665003
Utilities	\$5,000.00 +		666003
Fixed Equipment	\$5,000.00 +		667103

**TELECOMMUNICATION (1700) CODES**

Maintenance and Repair Services For Photographic, Telephone/Radio and Television Equipment	93906	1710
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1721
Rental or Lease Teleconference Systems	98576	1721
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1722
Rental or Lease Services of Telecommunications, Radio/Television/Telephone Equipment	98512	1723
Rental or Lease Radio and Telecommunications Equipment and Accessory (Including Radio Towers)	98569	1723
Telecommunication Services (Not Otherwise Classified)	91579	1725
Rental or Lease of Equipment (Not Otherwise Classified)	98111	1729

Radio Communication Accessories And Supplies	72611	1730
Voice Response Systems	88316	1740
Radio Communication Equipment	72606	1750
Rental or Lease Services of Telecommunications, Radio/Television/Telephone Equipment	98512	1799

**OPERATION OF AUTOMATIVE EQUIPMENT (1800) CODES**

Automotive Shop And Related Equipment And Supplies	07501	1893
Automotive Accessories For Automobiles, Buses, Trailers, Trucks, Etc.	05502	1894
Automotive And Trailer Equipment And Parts	06001	1894
Automotive And Trailer Bodies, Body Accessories, And Parts	06507	1894
Tires And Tubes(Incl. Recapped/Retreaded Tires)	86303	1894
Gasoline, Automotive	40515	1896
Maintenance and Repair Services For Automobiles, Trucks, Trailers, Transit Buses and Other Vehicles	92804	1898
Automotive Expenses (Not Otherwise Classified)	92815	1899

**AWARDS AND GRANTS (4400) CODES**

Grant/Mental Health Services: Vocational, Residential, Etc.	95262	4401
Unemployment Insurance	95391	4432
Grants and Awards Services (Not Otherwise Classified)	96299	4440
Grant/Research and Evaluation, Human Services (Including Productivity Audits)	95277	4453
Grants and Awards Services (Not Otherwise Classified)	96299	4458
Head Start Program	95251	4474
Grants and Awards Services (Not Otherwise Classified)	96299	4475
Grants and Awards Services (Not Otherwise Classified)	96299	4476
Grants and Awards Services (Not Otherwise Classified)	96299	4478
Grants and Awards Services (Not Otherwise Classified)	96299	4479
Grants and Awards Services (Not Otherwise Classified)	96299	4480
Grants and Awards Services (Not Otherwise Classified)	96299	4489

**PERMANENT IMPROVEMENTS (6600) CODES**

Engineering Services, Professional	92503	6612
Maintenance and Repair, Tennis/Sport Court	91265	6621

Striping Streets, Parking Facilities, Lane Divisions, etc. (Paint)	91276	6621
Maintenance and Repair, Parking Lot and Alley	91375	6621
Maintenance and Repair, Sidewalk and Driveway (Including Removal)	91382	6621
Maintenance and Repair, Street (Major and Residential)	91384	6621
Paving/Resurfacing, Alley and Parking Lot	91394	6621
Paving/Resurfacing, Highway and Road	91395	6621
Paving/Resurfacing, Street (Major and Residential)	91396	6621
Carpentry Maintenance and Repair Services	91006	6625
Plant Maintenance, Indoor	91061	6625
Architectural Services, Professional	90602	6628
Maintenance and Repair, Swimming Pool (Includes, Swimming Pool Water Treatment Services)	91263	6640
Maintenance and Repair, Swimming Pool (Includes, Swimming Pool Water Treatment Services)	91263	6640
Maintenance and Repair, Tennis/Sport Court	91265	6640
Striping Streets, Parking Facilities, Lane Divisions, etc. (Paint)	91276	6640
Maintenance and Repair, Parking Lot and Alley	91375	6640
Maintenance and Repair , Sidewalk and Driveway (Including Removal)	91382	6640
Maintenance and Repair, Street (Major and Residential)	91384	6640
Paving/Resurfacing, Alley and Parking Lot	91394	6640
Paving/Resurfacing, Highway and Road	91395	6640
Paving/Resurfacing, Street (Major and Residential)	91396	6640
Architectural Services, Professional	90602	6651
Builder's Supplies/ Fixed Equipment	15002	6672

# CHICAGO STATE UNIVERSITY

Statewide Accounting Management System  
(SAMS)

MOST FREQUENTLY USED  
EXPENDITURE  
(ACCOUNT) CODES

For  
Contractual,  
Commodities,  
And  
Equipment Purchases

## **1200 CONTRACTUAL SERVICES**

Defined by “An Act in relation to State Finance” (30 ILCS 105/15a)

“The item ‘contractual services’, when used in an appropriation act, means and includes: (a) Expenditures incident to the current conduct and operation of an office, department, board, commission, institution or agency for postage and postage charges, surety bond premiums, publications, subscriptions, office conveniences and services, exclusive of commodities as herein defined; (b) Expenditures for rental of property or equipment, repair or maintenance of property or equipment including related supplies, equipment, materials, services, replacement fixtures and repair parts, utility services, professional or technical services, moving expenses incident to a new State employment, and transportation charges exclusive of “travel” as herein defined; (c) Expenditures for the rental of lodgings for all elected State officials, who are required by Section 1, Article V of the Constitution of the State of Illinois to reside at the seat of government during their term of office; (d) Expenditures pursuant to multi-year lease, lease-purchase or installment purchase contracts for duplicating equipment authorized by Section 5.1 of ‘The Illinois Procurement Act’, approved July 11, 1957, as now or hereafter amended; (e) Expenditures of \$5,000 or less per project for improvements to real property which, except for the operation of this Section, would be classified as ‘permanent improvements’ as defined in Section 21, (f) Expenditures pursuant to multi-year lease, lease-purchase or installment purchase contracts for land, permanent improvements or fixtures, (g) Expenditures for facilities management, communication, information technology, and professional services provided by the Department of Central Management Services pursuant to the Department of Central Management Services Law of Civil Administrative Code of Illinois.

The item ‘contractual services’ does not, however, include any expenditures included in ‘operation of automotive equipment’ as defined in Section 24.2.

The item ‘contractual services’ does not include any expenditures for professional, technical, or other services performed for a State agency under a contract executed after July 1, 1992 by a person who was formerly employed by that agency and has received any early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code based on retirement before 1993, unless the official or employee executing the contract on behalf of the agency has certified that the person performing the services either (i) possesses unique expertise, or (ii) is essential to the operation of the agency. This certification must be filed with the Office of the Auditor General prior to the execution of the contract, and shall be made available by that Office for public inspection and copying. The item ‘contractual services’ does not include any expenditures for professional, technical, or other services performed for a State agency under a contract executed after the effective date of this amendatory Act of the 92<sup>nd</sup> General Assembly by a person who has received any early retirement incentive under Section 14-108.3 or 16-133.3 of the Illinois Pension Code based on retirement in 2002 or later. A contract not payable from the contractual services item because of this paragraph shall not be payable from any other item of appropriation. For the purpose of this paragraph, the term, ‘agency’ includes all offices, boards, commissions, departments, agencies, and institutions of State Government.”



1221 Repair and Maintenance, Furniture, Office, and Household Equipment.

Charges for contractual repair or routine service of equipment such as typewriters, Dictaphones, adding and calculating machines, fans, desks chairs, televisions, refrigerators, water coolers, vacuum cleaners, kitchen appliances, and postage meter machines. **R**

1222 Repair and Maintenance, Real Property

Charges for contractual repair or routine service of aircraft and boats. **R**

1223 Repair and Maintenance , Real Property.

Charges for contractual repair or maintenance of buildings and other structures, roads, fixed plant equipment (fixtures) such as boilers and water heaters, and land. Examples of repair and maintenance projects are painting, papering, glazing, repaving, and the replacement of worn out or damaged fixtures such as foxed lighting, toilets and other major plumbing components, furnaces, boilers, air conditioners, water heaters, fuse boxes, circuit breakers, major electrical components, draperies and drapery rods, and attached carpeting. Charges for new construction, additions, remodeling, renovation, or new fixtures must use the appropriate permanent improvement expenditure object code (6600 series) regardless of whether or not the project exceeds \$5,000. **R**

1224 Repair and Maintenance, Machinery and Mechanical Equipment.

Charges for contractual repair or maintenance of machinery and mechanical equipment (exclusive of on-road motor vehicles- account 1893) such as electronic equipment, elevators, industrial and shop machinery, off road motor vehicles and machinery such as snowplows and farm equipment, tools, instruments, and apparatus. **R**

1225 Repair and Maintenance, EDP Equipment

Charges for contractual repair or routine service of Electrical Data Procession Equipment such as main frame computers, word processors, personal computers, and terminals. **R**

1229 Repair and Maintenance Not Elsewhere Classified.

Charges for contractual repair or routine maintenance of items other than those classified above such as clothing, shoes, athletic, playground and recreational equipment, fire extinguishers, scientific instruments and apparatus for hospital, medical, dental, laboratory, scientific testing, and engineering uses, musical instruments, radios and phonographs, photographic equipment, barber and beauty culture equipment, and firearms. **R**

NOTE: THE ABOCE DETAIL OBJECTS FOR REPAIR AND MAINTENANCE MUST BE USED WHERE THE LABOR AND MERCHANDISE (SUPPLIES, EQUIPMENT, MATERIALS, REPLACEMENT FIXTURES, AND REPAIR PARTS) ARE FURNISHED BY THE SAME OUTSIDE CONTRACTOR.

1230 In-House Repair and Maintenance, Purchase of Merchandise, Minor Permanent Improvement Projects.

Charges for the direct purchase of supplies, equipment, materials, replacement fixtures and repair parts in connection with the repair and maintenance of real and personal property or permanent improvement project not exceeding \$5000 where the labor will be performed by the agency's employees. Also included are purchases of merchandise stored for later use on as needed basis regardless of whether the labor is to be performed by an agency's employees or a different vendor. NOTE: Only purchases of equipment incorporated into and becoming a part of the property repaired can be charged to this detail object. Tools used in repair and maintenance must be charged to 1540 or 1395. **NR**

1231 Rental, Office Equipment.

Charges for rent of typewriters, postage meters, adding or calculating machines, or other office equipment. If the rental agreement includes removal and installation or repair and maintenance services, which are not separately billed, the total rental cost is chargeable to this account. However, if such services are separately billed, they should be charged to account 1221. **R**

1234 Rental, Machinery and Mechanical Equipment.

Charges for the rental of machinery and mechanical equipment, such as industrial or shop machinery and tools, and electronic equipment. **R**

1239 Rental, Elsewhere Classified.

Charges for rentals not chargeable to any of the above accounts, such as short-term rentals of conference rooms or exhibit space where no lease is obtained. **R**

1242 Auditing and Management Consulting Services.

Charges incurred for professional services rendered by auditing, accounting, EDP and other management related consultants. **R**

1243 Book Binding Services.

Charges incurred for the binding or rebinding of books and periodicals. This account is not to be used by agencies receiving a specific "Printing" appropriation. Also, account 1560 is to be used for binding costs where included in the inventoriable costs of library operations. **R**

1244 Legal Fees.

Charges incurred for services of attorneys and other costs directly related to legal services. Court representation and other legal services rendered by attorneys pursuant to the State Idemnification Act must be approved by the Attorney General. Legal consulting, general counsel, bill drafting, legal research, hearing officers and other types of services provided by attorneys not covered under the State Idemnification Act must contain a statement on the voucher attesting to the fact that it is not subject to the state Idemnification Act. Additional examples of chargeable items include court-ordered attorney fees. This code is NOT used for combined settlement/ attorney payments. (1268) **R**

1245 Professional and Artistic Services, Not Elsewhere Classified.

Charges, usually on a fee or per-diem basis, for professional or artistic services rendered by non-employees, other than actual medical services chargeable to account 1246 or undertakers' fees chargeable to account 1247. Examples of charges to this account include: veterinary fees, stipends, lens grinding, charges for commodity testing and grading, clergymen's fees, payments for the services of expert witness, engineering and payments to interpreters or entertainers. **R**

1248 Building and Ground Maintenance.

Charges for services rendered, other than by State employees, for such purposes as waste removal, janitorial services, cleaning of buildings, laundry and towel-supply services, extermination services, detective and guard services. Ground maintenance services include items such as tree trimming, dirt hauling and spreading. **R**

1251 Gas.

Charges for gas furnished by public utilities. However, when a public utility furnished repair and maintenance services, rents or sells equipment to the State, the associated charges should be separately billed and charged to the account which would be used if such services or equipment were provided by any other contractor or vendor. **NR**

1252 Electricity.

Charges for electric power furnished by public utilities. However, when a public utility furnishes repair and maintenance services, rents or sells equipment to the State, the associated charges should be separately billed and charged to the account which would be used if such services or equipment were provided by any other contractor or vendor. **NR**

1253 Water.

Charges for water furnished by public utilities. However, when a public utility furnishes repair and maintenance services, rents or sells equipment to the State, the associated charges should be separately billed and charged to the account which would be used if such services or equipment were provided by any other contractor or vendor. **NR**

1255 Utilities, Not elsewhere Classified.

Charges for utilities not chargeable to other accounts, such as sewage and steam or metered heat. **NR**

1271 Surety Bond and Insurance Premiums.

Charges incurred by the state for fidelity and other insurance policies. However, mail insurance fees are chargeable to account 1261, insurance of goods in transit is chargeable to account 1205, and automobile insurance is chargeable to account 1899. **NR**

1273 Advertising.

Charges for advertising and the publication of official legal notices. **R**

1274 Registration Fees and Conference Expenses, Payments to Vendors.

Payments DIRECTLY TO VENDORS for registration fees and conference expenses incurred by State employees while attending conferences, seminars, or conventions representing official State business. Unless prohibited by specific travel regulations, payments to vendors for normal travel expenses and registration fees which are \$50 or less are properly charged to Travel, detail object 1293 or 1294. **R**

1275 Subscriptions.

Charges for publications and subscriptions to newspapers, periodicals, newsletters, journals, directories (limited life span), or other publications which are issued periodically. Excludes periodicals and subscriptions used in library operations (1560) and charitable "subscriptions" or contributions of any kind which cannot be paid from State funds without special legislative action. **NR**

1277 Association Dues.

Charges for membership in professional organizations for State agencies or employees in the State's behalf. **R**

1280 Copying, Photographic and Printing Services.

Contractual charges for taking, developing or printing pictures; for Photostat, blueprint, typesetting, mimeographing or duplicating and reproduction services (includes incidental costs of material used by the person providing such services, whether or not shown separately on the invoice). **R**

1284 Computer Software.

Charges incurred for the purchase, lease, license, and maintenance of computer software. The costs include payments for software upgrades and contractual payments to vendors to maintain and/or improve computer software. **NR**

1289 Contractual Services, Not Elsewhere Classified.

Charges for services rendered by non-employees which cannot reasonably be paid from any other account under "Contractual Services". Miscellaneous services not subject to precise classifications may be charged to this account. Examples are: charges for educational exhibits; catering services; lettering of doors or other equipment; sign-painting; payment of bonus commissions to lottery agents and information, clipping an address services. **R**

### **1300 COMMODITIES**

Defined by “An Act in relation to State Finance” (30 ILCS 105/15b) as follows:

“The item ‘commodities’ when used in an appropriation Act, means and includes expenditures in connection with current operation for the purchase of articles of a consumable nature which show a material change or appreciable depreciation with first usage and equipment having a unit value not in any instance exceeding \$100, but does not include any expenditure for library books, any expenditures for replacement fixtures or repair parts in connection with the repair and maintenance of property or equipment or expenditures included in ‘permanent improvements’ as defined in Section 21, ‘operation of automotive equipment’ as defined in Section 24.2 and ‘telecommunication services’ as defined in Section 24.3.”

### **1302 PRINTING.**

Defined by “An Act on relation to State Finance” (30 ILCS 105/15c) as follows:

“The item ‘printing’ when used in an appropriation Act means and includes expenditures for contracted services, materials, and supplies where the principal function or purpose of the resulting product is the dissemination of printed information. These costs include all types of printing processes such as letterpress, offset and gravure, but not expenditures included in ‘commodities’ as defined in Section 15b and ‘electronic data processing’ as defined in Section 24.1.” Printing includes charges for letterheads, printing paper, stationary, envelopes, printed forms, reports, pamphlets, binding, embossing (steel die), lithographing, photo-engraving, ruling, etc. **R**

### **1303 Revenue Stamps.**

Charges (incurred only by the Department of Revenue) for real estate and cigarette revenue stamps. **NR**

### **1304 Office and Library Supplies.**

Charges for office machine supplies such as typewriter ribbons, stencils, mailing supplies for office use and such items for office or libraries as pencils, ink and disposable ash trays. If incurred in connection with the EDP or Telecommunications operations, and a specific EDP or Telecommunication appropriation is received, see accounts 1685 and 1730. **NR**

### **1308 Educational and Instructional Materials and Supplies.**

Charges incurred for the purchase of consumable educational materials such as chalk, paper, pencils, art supplies, and other commodities for instructional purposes. Charges incurred for non-consumable items such as blank video tapes, films, games, books, etc. must be charged to 1561 or 1398. **NR**

### **1310 Mechanical Supplies**

Charges for the acquisition of such commodities as: abrasives, alcohol, acids, soda ash and other chemicals for mechanical use, and gases for welding. All items should be classified under this account, even though used in connection with industries or shops. **NR**

1314 License Plates.

Charges for manufacture and delivery of license plates for automobiles and other vehicles. **NR**

1332 Industrial and Shop Materials.

Charges for the acquisition of materials fabricated into a finished commodity for item of equipment, whether in connection with a shop activity supported by a working fund, in connection with a shop activity supported by some other State fund. Covers textile, metal, leather, and lumber materials: wood and other vegetable fibers; dyes, chemicals and paints; and incidental materials such as twine, thread, yarn, tacks and nails, buttons and other fasteners, and the leather bindings, when purchased for fabrication in an industry or shop. Supplies consumed in such industries or shops should be charged to such other "Commodities" accounts as appropriate. **NR**

1335 Rock Salt, Calcium Chloride and Abrasives for Road Use.

Charges for the acquisition of rock salt and calcium chloride which are used on public roads for melting ice and snow. Includes charges for abrasives which are used on icy roads for safety purposes. **NR**

1341 Coal and Coke.

Charges for the acquisition of coal or coke, including related freight or switching charges, whether or not separately invoiced. **NR**

1342 Fuel Oil and Bottled Gas.

Charges for the acquisition of oil or bottled gas for use as fuel in power or heating plants or oil stoves, including related freight or switching charges, whether or not separately invoiced. Motor fuel for vehicle or stationary gasoline engines, however, is chargeable to account 1345.

1345 Gasoline and Oil for Off-Road Equipment.

Includes charges for gas, motor fuel, oil, and anti-freeze used in the operation of State owned off-road motor vehicles and machinery. **NR**

1350 Medical, Scientific and Laboratory Supplies.

Charges for the acquisition of consumable supplies used for medical, surgical, pharmaceutical, and laboratory purposes. Such supplies include: drugs and chemicals, livestock serums and other veterinary supplies, X-ray films, experimental laboratory animals and food therefore, bandages and dressing; consumable glass items, including test tubes, beakers, bottles, probes, and masks; trays corrective medical appliances purchased for use of State wards, including supporters, elastic hose, eyeglasses, hearing aids, and crutches; and parts for such supplies. **NR**

1360 Food Supplies.

Charges for the acquisition of food and condiments for human consumption including related freight charges, whether or not separately invoiced. Animals purchased for immediate slaughter are chargeable to this account, but livestock for breeding or dairy purposes should be charged to account 1570. Forage for livestock is chargeable to account 1392; food for experimental laboratory animals is paid from account 1350. **NR**

1370 Wearing Apparel.

Uniforms and other wearing apparel of all kinds, including shoes and overshoes. **NR**

1391 Household, Laundry and Cleaning Supplies.

Charges for the acquisition of consumable kitchen, laundry, and janitor supplies. Includes the cost of: cosmetic, toiletries, and related consumable items of personal care; soaps, cleaning compounds and fluids, and polishes; insecticides and household disinfectants; paper towels and ice; cans, jars, bottles, and lids for canning operations. **NR**

1392 Forage and Farm and Garden Supplies.

Charges for the acquisition of consumable supplies primarily or solely for farm, garden, or greenhouse use. Includes the cost of: forage and other livestock foods; seeds and seedlings; fertilizers and soil foods; loam for greenhouse use; horseshoes.

However, parts and fittings for farm equipment (other than motor vehicles) should be charged to account 1224. **NR**

1393 University Central Supply Services.

Payments by a university to a central service organization to include all expenses related to providing the university with necessary supplies. **NR**

1394 Office and Library Equipment, Not Exceeding \$100.

Charges for the acquisition of office and library "equipment" having a unit value not in any instance exceeding \$100. Including scissors, pen sets, pencil sharpeners, staplers, extension cords, letter boxes, ash trays, waste baskets, chair pads, desk pads, etc., but does not include expenditures for library books or items included in permanent improvements, operation of automotive equipment and telecommunications services and does not include any expenditure for replacement fixtures or repair parts in connection with the repair and maintenance of equipment. **NR**

1395 Small Tools, Not Exceeding \$100.

Charges for the acquisition of small tools having a unit value not in any instance exceeding \$100. Includes hammers, screwdrivers, wrenches, rakes, funnels, brushes etc., but not items properly included in operation of automotive equipment and telecommunications services. **NR**

1396 Medical, Scientific and Laboratory Equipment, Not Exceeding \$100.

Charges for the acquisition of medical, scientific and laboratory equipment having a unit value not in any instance exceeding \$100. Includes reusable equipment such as instruments, pans, test tubes, test tube baskets, trays, etc., but does not include any expenditures for replacement fixtures or repairs in connection with the repair and maintenance of equipment. **NR**

1397 Household, Laundry and Cleaning Equipment, Not Exceeding \$100.

Charges for the acquisition of household, laundry and cleaning equipment having a unit value not in any instance exceeding \$100. Includes kitchen pans, crockery, utensils and household-size appliances, etc., but not items properly included in operation of automotive equipment and telecommunications services and does not include any

expenditure for replacement fixtures or repair parts in connection with the repair and maintenance of equipment. **NR**

1398 Equipment, Not Elsewhere Classified, Not Exceeding \$100.

Charges for the acquisition of equipment having a unit value not in any instance exceeding \$100 which is not properly chargeable to any other "Equipment, Not Exceeding \$100" account. Includes sports equipment, games, handcuffs, etc., but not items properly included in permanent improvements, operation of automotive equipment and telecommunications services and does not include any expenditures for replacement fixtures or repair parts in connection with the repair and maintenance of equipment. **NR**

1399 Commodities, Not Elsewhere Classified.

Charges for the acquisition of consumable supplies not properly chargeable to any other "Commodities" account. Includes the cost of packing materials, cartons, and wrappers; recreational supplies, including cigars, cigarettes, and tobacco; photographic and musical supplies; ammunition and explosives; badges; item purchased for resale in gift shops or at fairs. **NR**

**1500 EQUIPMENT** (exceeding \$100 except for 1560- library books)

Defined by "An Act in relation to State Finance" (30 ILCS 105/20) as follows:

"The item 'equipment', when used in an appropriation act, shall mean and include all expenditures for library books, and expenditures, having a unit value exceeding \$100, for the acquisition, replacement or increase of visible tangible personal property of a non consumable nature, including livestock, whether by purchase, lease-purchase or installment purchase contract. In addition, the 'option price' under a bona fide lease with option to purchase in properly payable from the item 'equipment'.

The item 'equipment' does not include expenditures pursuant to multi-year lease, lease-purchase or installment purchase contracts for duplicating equipment authorized by Section 5.1 of 'The Illinois Purchasing Act', approved July 11, 1957, as now or hereafter amended, and does not include any expenditure in connection with the repair, maintenance or improvement of real property."

151001 Office Furniture and Equipment \$100- \$499.99

151002 Office Furniture and Equipment \$500- \$4,999.99

151003 Office Furniture and Equipment \$5,000.00 +

Charges for the acquisition of durable personal property for office use, at delivered price including transportation and assembling/installation costs. Includes not only equipment uniquely suited to office use: typewriters, mimeograph, multigraph, Photostat, and bookkeeping machines, card index and file cabinets, but also equipment and furniture suitable either for office or other use, when actually purchased for office use, such as: bookcases, chairs and tables, electric fans, ash stands, clothes lockers and clothes tress, moveable carpets and rugs, draperies, and table lamps but does not include fixtures (see 11.50.30, of 54). **NR**



- 151501 EDP Equipment \$100- \$499.99
- 151502 EDP Equipment \$500- \$4,999.99
- 151503 EDP Equipment \$5,000.00 +

When no specific appropriation is received for the purposes of EDP operation, this account should be used for charges for the acquisition of durable equipment for EDP use, at delivered price including transportation costs. Includes such equipment as: computers, key-punch machines, terminals, desks, chairs, files and other equipment for the use of EDP personnel. **NR**

- 152101 Passenger Automobiles \$100- \$499.99
- 152102 Passenger Automobiles \$500- \$4,999.99
- 152103 Passenger Automobiles \$5,000.00 +

Charges for the acquisition, at delivered price including transportation costs, of passenger automobiles and accessories or equipment, including automobile radios. **NR**

- 152201 Motor Vehicles Other Than Passenger Automobiles \$100- \$499.99
- 152202 Motor Vehicles Other Than Passenger Automobiles \$500- \$4,999.99
- 152203 Motor Vehicles Other Than Passenger Automobiles \$5,000.00 +

Charges for the acquisition, at delivered price including transportation costs, for motor trucks, airplanes, boats, and accessories or equipment and of truck chassis or bodies for assembly of completed trucks. **NR**

- 153001 Household Equipment and Furnishings \$100- \$499.99
- 153002 Household Equipment and Furnishings \$500- \$4,999.99
- 153003 Household Equipment and Furnishings \$5,000.00 +

Charges for the acquisition, at delivered price including transportation and assembling/installation costs, or: furniture and furnishings except that purchased specifically for office use (account 1540); and such equipment as household-size kitchen appliances, refrigerators, water coolers and vacuum cleaners, but not including fixtures (See 11.50.30, of 54). Beds, springs and inner-spring or rubber mattresses are considered equipment in this account, but bed linens, blankets and pillows are chargeable as commodities to account 1391.

Heavy power-driven kitchen and laundry equipment of institutional size are chargeable as machinery to account 1540, and pianos, phonographs, and ordinary radio receiving sets should be charged to account 1599. **NR**

- 154001 Machinery, Implements and Major Tools \$100- \$499.99
- 154002 Machinery, Implements and Major Tools \$500- \$4,999.99
- 154003 Machinery, Implements and Major Tools \$5,000.00 +

Charges for the acquisition at delivered price including transportation costs, of: Implements and tools of significant unit value and all power-driven machinery except family-size household appliances (account 1530), or equipment items for laboratory or other scientific use (account 1550).

Where the vendor connects or installs machinery acquired by the State, the costs of such connection or installation, whether or not shown separately on the invoice, is also chargeable to account 1540. Fixtures must not be charged to this account. (See 11.50.30, 54 of 54).

Fixed machinery acquired by the State as part of a structure which it purchases or has erected by contract, is chargeable to account 6621. **NR**

155001 Scientific Instruments and Apparatus \$100- \$499.99

155002 Scientific Instruments and Apparatus \$500- \$4,999.99

155003 Scientific Instruments and Apparatus \$5,000.00 +

Charges for the acquisition of instruments and apparatus for hospital, medical, dental, laboratory, radio operation, scientific testing, and engineering uses. **NR**

156001 Library Books \$.01 +

Charges for the acquisition of all library books. Periodicals and subscriptions (including related binding costs) purchased for permanent library purposes must be charged to this account and not to 1243 and 1275. Daily newspapers and weekly magazines purchased for a library for a reading table and not retained for permanent library reference should be charged to 1275. **NR**

156101 Training Materials, Exhibits, and Educational Equipment \$100- \$499.99

156102 Training Materials, Exhibits, and Educational Equipment \$500- \$4,999.99

156103 Training Materials, Exhibits and Educational Equipment \$5,000.00 +

Charges for the acquisition of maps, globes, films, prerecorded tapes and paintings; museum laboratory specimens; and museum artifacts for exhibit. Also, charges for the acquisition, at delivered price, for educational equipment such as language laboratory equipment, classroom desks, chairs, table microscopes, canvas, projectors and bookcases. **NR**

1570 Livestock.

Charges for the acquisition, at delivered price, including transportation costs, of livestock for production uses. Livestock purchased for immediate slaughter as food is chargeable to account 1360. **NR**

159901 Equipment, Not Elsewhere Classified \$100- \$499.99

159902 Equipment, Not Elsewhere Classified \$500- \$4,999.99

159903 Equipment, Not Elsewhere Classified \$5,000.00 +

Charges for the acquisition at the delivered price including transportation and assembling/installation costs, of equipment not chargeable to any other account. Includes athletic, playground and recreational equipment; musical instruments, radios and phonographs, photographic equipment; barter and beauty culture equipment; and firearms.

NOTE: Installation costs, contracted separately from the purchase of an equipment item, are to be charged to the same account as the unit of equipment was charged. **NR**