NEW COMMODITY CODES – EFFECTIVE 03/30/2012

080 – Badges, Name Tags and Plates
115 – Biochemicals, Research
190 – Chemicals and Solvents, Commercial
195 – Clocks and Timepieces
203 – Computer Accessories and Supplies – Environmentally Certified by an Agency Accepted Certification Entity*
205 – Computer Hardware and Peripherals – Environmentally Certified by an Agency Accepted Certification Entity*
306 – Engineering and Architectural Equipment and Supplies – Environmentally Certified by an Agency Accepted Certification Entity*
350 – Flags, Flag Poles, Banners and Accessories
486 – Janitorial Supplies – Environmentally Certified by an Agency Accepted Certification Entity*
550 – Traffic Control Markers, Signs, Barriers and Parking Meters
616 – Office Supplies, General – Environmentally Certified by an Agency Accepted Certification Entity*
631 – Paint, Varnish, Wallpaper and Related Products – Environmentally Certified by an Agency Accepted Certification Entity*
641 – Paper and Plastic Products, Disposable – Environmentally Certified by an Agency Accepted Certification Entity*
646 – Paper (Office and Print Shop Use) – Environmentally Certified by an Agency Accepted Certification Entity*

* Denotes green-certified products

PRODUCTS

1. Computers
   20453 – Computers: Desktop, CPU, Laptop, PDAs (High Risk)

2. Computer Peripherals (includes monitors, keyboards, switches, hard drives, memory, etc.)
   204 – Computer Hardware, Peripherals (No High Risk)
   205 – Computer Hardware and Peripherals – Environmentally Certified by an Agency Accepted Certification Entity*

Revised 03/30/12
3. **Computer Supplies**  
   203 – Computer Accessories and Supplies – Environmentally Certified by an Agency Accepted Certification Entity*  
   207 – Computer Supplies such as cables, disks, etc.

4. **Copier Lease Payment**  
   60046 – Copy and Multifunctional Machines (High Risk)

5. **Copy Machine per Copy Charges**  
   60046 – Copy and Multifunctional Machines (High Risk)

6. **Copy Machine Toner (Rental/Lease)**  
   60046 – Copy and Multifunctional Machines (High Risk)

7. **Copy Machine Toner (Own)**  
   615 – Office Supplies, General

8. **Food Purchase**  
   390 – Food

9. **Human Subject Payments**  
   961 – Miscellaneous Services

10. **Medical Insurance Reimbursements**  
    953 – Insurance

11. **Non-OUS Participant Support**  
    963 – Non-Biddable Miscellaneous Items

12. **Non-Biddable**  
    963 – Non-Biddable Miscellaneous Items. Use this code when soliciting competition is not possible such as membership dues, subscriptions, registrations, and warranties. Use this code for price regulated fees such as licensing or postage. Non-Biddable does not apply to purchases approved for sole source or when a competition exemption is applied. Use the appropriate code for items or services purchases as sole source or exempt from competition.

13. **Reimbursing an Employee**  
    Use the code corresponding with what you are reimbursing them for (ie. books use 715 – Publications, Audiovisuals, Books, and Textbooks.

14. **Office Supplies**  
    615 – Office Supplies, General  
    616 – Office Supplies, General – Environmentally Certified by an Agency Accepted Certification Entity*
15. **Paper**  
   641 – Paper and Plastic Products, Disposable – Environmentally Certified by an Agency Accepted Certification Entity*  
   646 – Paper (Office and Print Shop Use) – Environmentally Certified by an Agency Accepted Certification Entity*

16. **Postage/Stamps**  
   963 – Non-Biddable Miscellaneous Items

17. **Packing/Shipping Supplies**  
   640 – Paper and Plastic Products, Disposable

18. **Printer**  
   20482 – Printers (High Risk)

19. **Printer Toner Cartridges**  
   615 – Office Supplies, General

20. **Scanner**  
   204 – Computer Hardware, Peripherals (No High Risk)

21. **Software Purchases**  
   208 – Computer Software

22. **Stipends/OUS Participant Support Payments**  
   99902 – Student Aid, Scholarship, Stipend

23. **Subscriptions**  
   963 – Non-Biddable Miscellaneous Items

24. **Taking a Speaker to Dinner**  
   963 – Non-Biddable Miscellaneous Items

**SERVICES**

1. **Advertising**  
   915 – Communications and Media Related Services

2. **Asbestos Removal**  
   910 – Building Maintenance, Installation and Repairs

3. **Building Rental/Lease Payments**  
   971 – Real Property Rental or Lease

4. **Catering**  
   961 – Miscellaneous Services
5. **Computer Based Training**  
   920 – Data Processing, Programming, Software Services

6. **Computer Hardware Maintenance Services**  
   936 – Equipment Maintenance and Repair Services

7. **Computer Software Maintenance Services**  
   920 – Data Processing, Programming and Software Services

8. **Copying or printing**  
   966 – Printing and Typesetting Services

9. **Freight**  
   961 – Miscellaneous Services

10. **Management Consulting**  
    918 – Consulting Services

11. **Mold Remediation**  
    926 – Environmental and Ecological Services

12. **Moving or temporary living expenses**  
    961 – Miscellaneous Services

13. **Musical Production Services**  
    961 – Miscellaneous Services

14. **Lodging for a speaker**  
    96178 – Travel

15. **Photography Services**  
    915 – Communication and Media Related Services

16. **Remodeling Cubicles or Office Space**  
    910 – Building Maintenance, Installation, and Repairs

17. **Software Leases**  
    920- Data Processing, Programming, Software Services

18. **Sub-Contract Payments**  
    961 – Miscellaneous Services

19. **Table and Chair Rental**  
    981 – Equipment Rental

20. **Telephone/Telecom Services**  
    915 – Communications and Media Related Services
21. **Training Presentation/Workshops**  
924 – Educational/Training Services

22. **Translation/Interpreter Services**  
961 – Miscellaneous Services

23. **Utilities**  
961 – Miscellaneous Services

24. **Website Design Services**  
915 – Communications and Media Related Services

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**CONFERENCE EXPENSES**

**Attending a Conference**  
Conference Fees 963 – Non-Biddable  
Meals, Room Rental, Lodging 96178 – Travel

**Hosting a Conference**  
Conference Meals 961 – Miscellaneous Services  
Conference Room Rental 971 – Real Property Rental or Lease  
Conference Lodging 971 – Real Property Rental or Lease  
Renting Table or Audio Equipment 981 – Equipment Rental

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