

# COMMODITY CODES FREQUENTLY ASKED QUESTIONS

## 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\*

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

**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              |