

The following questions can assist in identifying the appropriate commodity code.

Who or which department is the user?

Where will it be used?

What is the use?

When (time of day) will it be used?

Commodity Code	Short Description	Long Description	Examples
100-001	Administrative	Advertising on Billboard	
100-002	Administrative	Advertising at the Movies	
100-003	Administrative	Advertising in Newspaper	Jobs, Bids, Title information
100-004	Administrative	Advertising on Radio/TV	
100-005	Administrative	Advertising in Trade Magazine	
100-006	Administrative	Advertising Banners	
100-007	Administrative	Advertising Online	
100-008	Administrative	Advertising on Vehicles	
100-009	Administrative	Service/Retirement Recognition	Service pins, clocks, reception costs to include decorations
100-010	Administrative	Recruitment Items	General supplies or printing - USB with logos, pens with logos
100-011	Administrative	Land Purchase/Swap	
100-012	Administrative	Property Related Items	For use by Adm Svs only: easements, surface rights, earnest money/closing/option fees
100-013	Administrative	Property Tax Related Items	For use by Adm Svs only: refunds of penalty/interest to taxpayers, property taxes due on land acquisitions
100-014	Administrative	Unemployment	For use by Adm Svs only: Workforce Commission payments
100-015	Administrative	Extraordinary Items	For use by Adm Svs only: settlements, parent reimbursements (not refunds)
120-001	Appliances	Appliance New	Microwave, Coffee Pot, Refrigerator, Ice Machine, Washer/Dryer
120-002	Appliances	Appliance Repairs	Microwave, Coffee Pot, Refrigerator, Ice Machine, Washer/Dryer
120-003	Appliances	Appliance Maintenance	Microwave, Coffee Pot, Refrigerator, Ice Machine, Washer/Dryer
140-001	Athletics	Awards	Athletic letterjackets, trophies, medals ***For non-athletic awards see 395-009
140-002	Athletics	Equipment	Non-PE athletic equipment ***for PE equipment see 395-004
140-003	Athletics	Athletic Services and Repairs	Repair/maintenace of washers/dryers, helmets, cameras
140-004	Athletics	Athletic Supplies	UIL Athletic Equipment & Supplies
140-005	Athletics	Athletic Wear	Athletic Uniforms ***for PE uniforms see 395-004
140-007	Athletics	Student Registration/Entry Fee	tournament entry fees

140-008	Athletics	Golf Course Rental	golf course rental fees
140-009	Athletics	Trainer Supplies and Equipment	all supplies & equipment used by athletic trainers
140-010	Athletics	Athletics Contracted Services	Game officials, referees, turf/track/scoreboard repair/replacement
140-011	Athletics	Football Safety Helmets	purchase of football helmets
140-012	Athletics	Natatorium Supplies and Service	all non-chemical supplies & equipment used at the Natatorium
140-013	Athletics	Natatorium Chemicals	chemicals for use at the Natatorium
180-001	Books	Library	Books for use in the Library
180-002	Books	Hardback / Paperback	Books for use in the classroom/literacy library
180-003	Books	Periodicals	Quarterly, Bi-Annually, Annually
180-004	Books	Planners	Student Planners
180-005	Books	Study Guide for Student	Test Prep,UIL competition prep
180-006	Books	Guide for Teacher	Utilized by teacher for instructional prep
180-007	Books	Textbooks for Students	all textbooks
180-009	Books	Electronic / E-books	Including electronic subscriptions (& for purchase of software subscriptions for remainder of FY 20)
180-010	Books	Magazines Subscriptions	Monthly Subscriptions
180-011	Books	Barcode Labels and Ribbons	all barcode labels and printer ribbons for printers
190-001	Catering & Food	Catering & Food	all catering & food service items
190-002	Catering	Catering Servers	outside catering server services
190-003	Catering	Catering Accessories	Papergoods & supplies for event
193-001	Cleaners	Cleaners for Uniforms, Cloth	Drycleaners, linen & uniform services
195-001	Films & Movies	Digital Films Library & Class	Usage & royalty fees for movie rentals, i.e. Swank
197-002	Entertainment	Talent Agent Expenses for Acts	
200-101	Fine Arts	Accompanist	
200-102	Fine Arts	Choreographer	
200-103	Fine Arts	Clinician	
200-104	Fine Arts	Color Guard Tech	
200-105	Fine Arts	Drill Team	
200-106	Fine Arts	Judges	
200-107	Fine Arts	Master Class	
200-108	Fine Arts	Piano Tuning	
200-109	Fine Arts	Royalties	Plays, music
200-110	Fine Arts	Services	Contracted services not listed above
200-111	Fine Arts	Supplies	Sheet music, strings, reeds, art supplies, theatre make-up etc.

200-112	Fine Arts	Student Travel	Meal Cards, Hotel, Airfare
200-113	Fine Arts	Costumes & Accessories	Theatre costumes, band uniforms, choir dresses etc.
200-114	Fine Arts	Theatrical Equipment	
200-115	Fine Arts	UIL Stage Sets	
200-116	Fine Arts	Rentals, Microphones & Lights	
200-117	Fine Arts	Safety Training Classes	
200-118	Fine Arts	AV Tech	Webcams, tripod stand, Activpanels
200-119	Fine Arts	Cheer	
200-120	Fine Arts	Percussion Tech	
200-121	Fine Arts	Marching Tech	
200-122	Fine Arts	UIL Academic Testing Materials	
200-123	Fine Arts	Registrations	Student Registration/admission fees for Fine Arts
200-124	Fine Arts	Instruments	Band, orchestra, mariachi
200-125	Fine Arts	Online Hosting	
380-001	Facilities	Concrete Services	
380-002	Facilities	Electrical Services & Supplies	
380-003	Facilities	Elevator Services & Supplies	
380-004	Facilities	Fencing Services & Supplies	
380-005	Facilities	Fire Protection	
380-006	Facilities	Flooring Services & Supplies	
380-007	Facilities	Glass Services & Supplies	
380-008	Facilities	HVAC Services & Supplies	
380-009	Facilities	Marquee Services	
380-010	Facilities	Pest Control Services	
380-011	Facilities	Plumbing Services & Supplies	
380-012	Facilities	Roofing Services & Supplies	
380-013	Facilities	Natatorium Services	Major Maintenance items
380-014	Facilities	Custodial Services	Back Pack Sprayers, cleaners, paper towels
380-015	Facilities	Emergency Services	
380-016	Facilities	Fuel Pump Services	
380-017	Facilities	Fire/Flood Cleanup	
380-018	Facilities	Construction Service	
380-019	Facilities	Striping Parking Lot	
380-020	Facilities	Painting Exterior	
380-021	Facilities	Painting Interior	

380-022	Facilities	Paint and Supplies	brushes, tarps, rollers, edgers, paint, primer
380-023	Facilities	Mural Painting	
380-024	Facilities	Building Permit Fees	
380-025	Facilities	Welding Services/Supplies	
380-026	Facilities	Fire Inspections	
380-027	Facilities	Engineering Services	
380-028	Facilities	Grease & Sand Trap Services	
380-029	Facilities	Carpentry Parts	
380-030	Facilities	Metal Storage Containers	
380-031	Facilities	Concrete Equipment	
380-032	Facilities	Inspection Services	
380-033	Facilities	Abatement/Remediation	Asbestos, mold
380-034	Facilities	Painting Equipment	mechanical/electronic equipment
381-002	Fieldtrips	Transportation	GISD buses
382-001	Fundraisers	Fundraisers	Cookie dough, wrapping paper, books, except for t-shirts
383-001	Furniture	Furniture Installation	
384-001	General	General Merchandise	Non-instructional supplies
384-002	General	Furniture	
384-003	General	ID Machine and Supplies	
384-004	General	Kitchen Equipment	
384-005	General	Kitchen Small wears	
384-006	General	Notary Supplies	
384-007	General	Notary License Renewal	
384-008	General	Office Supplies	Function 23, 41 supplies
384-009	General	Postage and Shipping	Only for use when purchasing postage or an open PO to FedEx ***shipping in conjunction with an item purchase should reflect the same commodity code as the item
384-010	General	Toll Road Charges	
384-011	General	Table and Chair Rentals	
384-012	General	Maintenance Agreement	For laminators, poster machines, postage meters, etc.
384-013	General	Misc. Contracted Services	Canon & ImageNet click charges, including after hours security, Asbestos Abatement, Licensing fee
384-014	General	Port-a-Potty Rental	
384-015	General	T-Shirts	Including t-shirts for fundraisers
384-016	Backpack	Back to School Program	

385-001	Graduation	Prom Supplies	
385-002	Graduation	Gowns, Cords, and Medals	
385-003	Graduation	Venue Rentals	
385-005	Graduation	Decoration Rentals	
385-006	Graduation	Graduation Supplies	
388-001	Grounds	Equipment	
388-002	Grounds	Materials	
388-003	Grounds	Irrigation Supplies	
388-004	Grounds	Landscaping Supplies	
388-005	Grounds	Grounds Services	Including Athletic Fields
388-006	Grounds	Playground Equipment	Recess Equipment
388-007	Grounds	Playground Supplies	Recess Supplies
388-008	Grounds	Tools	
388-009	Grounds	Small Engine Equipment	
388-010	Grounds	Repair Services	
388-011	Grounds	Rental Equipment	
388-012	Grounds	Tree Trimming Services	
388-013	Grounds	Dirt and Rock	cushion sand, sidewalk maintenance materials
390-001	Health Services	AED Supplies	
390-002	Health Services	Equipment	
390-003	Health Services	Repairs	
390-004	Health Services	CPR/First Aid	
390-006	Health Services	CPR Training	
390-007	Health Services	Supplies	
395-001	Instructional	Aquarium Services and Supplies	
395-002	Instructional	Arts and Crafts for Classroom	Non-Art class supplies ***Art class supplies see 200-111
395-003	Instructional	Calculators for Classroom	
395-004	Instructional	Instructional Supplies	Items for use by the students, including PE equipment
395-005	Instructional	Instructional Teacher Supplies	Items for use by the teachers
395-006	Instructional	Early Childhood Supplies	
395-007	Instructional	Special Education Supplies	
395-008	Instructional	Testing Materials	Tests, scantrons, bluebooks, testing supplies i.e. pencils, highlighters, sharpeners etc.
395-009	Instructional	Awards and Incentives	Non-athletic awards, non-athletic letter jackets
395-010	Instructional	Banners and Flags	

395-011	Instructional	Field Trips	Student registration/admission fees
395-012	Instructional	Office Machine Repairs	Laminator, poster maker
395-013	Instructional	Instructional Contract Labor	
395-014	Instructional	Student Exams & Certificates	Costs for non-vocational student exams & certificates
395-015	Instructional	Student/Group Memberships	NJHS, NHS, FFA, Student Counsel, AATSP
395-016	Instructional	Student Registration Fees	registration/annual fees for instructional purposes, i.e. Regional Day School for the Deaf, debate tournament, etc.
398-001	Insurance	Insurance	
400-001	Maintenance	Ceiling Tiles	
400-002	Maintenance	Janitorial	Supplies, including wipes,
400-002-1	Maintenance	Janitorial	Equipment
400-003	Maintenance	Electrical	
400-004	Maintenance	Fencing	
400-005	Maintenance	Flooring	Including Demo & disposal of materials
400-006	Maintenance	Fire Protection	
400-007	Maintenance	Bottled Gases	
400-008	Maintenance	Glass Repair	
400-009	Maintenance	HVAC	
400-010	Maintenance	Industrial Parts	
400-011	Maintenance	Lockers	
400-012	Maintenance	Locks/Security	Access/entry key cards, including doors and hardware
400-013	Maintenance	Lumber	
400-014	Maintenance	Signage	
400-015	Maintenance	Plumbing	
400-016	Maintenance	Portable Buildings	
400-017	Maintenance	Roofing	
400-018	Maintenance	Glass	
400-019	Maintenance	Chemicals/Services	
400-020	Maintenance	Generator Repairs	
425-001	Mascot	Mascot Costume	
450-001	Performing Arts	AV Techs	
450-002	Performing Arts	Camera Operators	
450-003	Performing Arts	Parking Lot Attendants	
450-004	Performing Arts	Safety Inspections	
450-005	Performing Arts	Sewing Supplies & Repair Parts	

450-006	Performing Arts	Ushers	
450-007	Performing Arts	Gaffers Tape	
450-008	Performing Arts	Performing Contracted Service	
450-009	Performing Arts	Equipment Rental	
450-010	Performing Arts	Stage Supplies and Hardware	
450-011	Performing Arts	Performing Arts Furniture	
465-001	Photography	Photography	Contracted services (non-fundraisers)
465-002	Photography	Videography Services	Contracted services (non-fundraisers)
468-001	Printing	Printing Services	
468-002	Printing	Printing Graphics Design	
475-001	Police/Resource Officer	Safety Equipment	
475-002	Police/Resource Officer	Vehicle Safety Equipment	
475-003	Police/Resource Officer	Uniforms and Vests	
475-004	Police/Resource Officer	Badges & Evidence Tags	
475-005	Police/Resource Officer	Range Shooting Fees	
475-006	Police/Resource Officer	Guns and Ammunition	
475-007	Police/Resource Officer	Online Subscription	
475-008	Police/Resource Officer	Polygraph Services	
475-009	Police/Resource Officer	Psychological Evaluations	
475-010	Police/Resource Officer	Physical Exams	
475-011	Police/Resource Officer	Vehicle Painting and Decals	
475-012	Police/Resource Officer	Contracted Services	Agency contracts
480-006	Professional	Architect	
480-007	Professional	Engineer	
480-008	Professional	Surveyor	
480-009	Professional	Legal Services	including legal subscriptions
480-010	Professional	Translation Services	
480-011	Professional	Veterinarian	
480-012	Professional	Drug Testing	DOT Physicals also
480-013	Professional	Canine Dogs	
480-014	Professional	Trainings	Contracted Svs trainers brought into District to provide professional development trainings
480-015	Professional	Certifications	Teacher & Staff Certifications fees
480-016	Professional	Speakers and Authors	Contracted Svs speakers & authors (non-professional development training)
480-017	Professional	Memberships & Dues	

480-018	Professional	Finger Printing	fees
480-019	Professional	Background Checks	fees for staff & volunteers
480-020	Professional	Independent Student Evaluation	Parent requested student evaluations provided by non-District staff
480-022	Professional	Professional Development Registrations - Travel	Professional Development (PD) registrations requiring staff to travel outside of District
480-023	Professional	Technical Writing Consultant	
480-025	Professional	Independent Contractor	
480-026	Professional	Appraisal Services	
480-027	Professional	Brokerage Fees - Investments	
480-029	Professional	Professional Development Registrations - Non-Travel	Professional Development (PD) registrations that do not requiring staff to travel outside of District
485-001	Records Management	Records Management Supplies	For use by Records Management Dept only
490-001	Special Needs	Hearing Devices	
495-001	Student Nutrit	Electronic Monitoring Service	For use by Child Nutrition Dept only
495-002	Student Nutrit	Equipment, Supplies & Tools	For use by Child Nutrition Dept only
495-003	Student Nutrit	Food Items	For use by Child Nutrition Dept only
500-001	Technology	Computers	Desktop, Laptop, Chrome Books, Ipad, Monitors
500-002	Technology	New Software	
500-003	Technology	Assistive Devices	
500-004	Technology	iPad/Tablet Repairs	
500-005	Technology	Laptop Repairs	
500-006	Technology	Website Design	
500-007	Technology	Printers	
500-008	Technology	Printer Repairs	
500-009	Technology	Site Licenses	
500-010	Technology	Radios	
500-011	Technology	Phones	
500-012	Technology	Phone Repairs	
500-013	Technology	POS - Point of Sale System	
500-014	Technology	Network Cabling	
500-015	Technology	3D Printers and Supplies	
500-016	Technology	Messaging/Paging Service	
500-017	Technology	Phone Services	
500-018	Technology	Cell Phone Services	

500-019	Technology	Misc. Parts	
500-020	Technology	Software Renewals	
500-021	Technology	Equipment	Activpanels, Security camera equipment for classrooms and buses, equipment installation,
500-023	Technology	Online Magazine Subscriptions	
500-024	Technology	Online Music Subscriptions	
500-025	Technology	Video Editing	
500-027	Technology	Telecomm, Internet Protocol, Network Monitoring, Surveillance, Intrusion Detection Systems & Network Products	
500-028	Technology	Locate Services	fiber locate
500-029	Technology	Software Maintenance Agreement	
900-001	Transportation	Vehicle Rental	Box truck rentals
900-002	Transportation	Tires	including wheel alignments, and services
900-003	Transportation	Trailer	
900-004	Transportation	Trailer Rental	
900-005	Transportation	Bus Mechanical Repairs	
900-006	Transportation	Vehicle Mechanical Repairs	
900-007	Transportation	Transmission Repair	
900-008	Transportation	Parts & Supplies	
900-009	Transportation	Wrecker Service	
900-010	Transportation	Car Wash	
900-011	Transportation	State Inspection & Vehicle Title	
900-012	Transportation	Fuel	
900-013	Transportation	Oil and Petroleum Products	Including pickup and disposal
900-014	Transportation	Bus Body Repair Work	
900-015	Transportation	Vehicle Body Repair Work	
900-016	Transportation	Upholstery Repairs	
900-017	Transportation	Bus Toll Road Charges	
900-018	Transportation	Propane Gas	
900-019	Transportation	Refrigeration Liquid for AC	
900-020	Transportation	Charter Bus Services	
900-021	Transportation	Refrigeration Truck Repair	
900-023	Transportation	Vehicle/Bus Purchase	
900-024	Transportation	Auto/Bus Paint	

900-025	Transportation	Uniform Rental Fees	
910-001	Travel	Employee Travel	Travel reimbursements for all non-registration costs (hotel, gas, meals etc.)
910-002	Travel	Student Travel	Meal cards, hotel, airfare (non-fine arts travel)
910-003	Travel	School Board Travel	
930-001	Utilities	Telephone / Wireless	
930-002	Utilities	Internet	
930-003	Utilities	Electric	
930-004	Utilities	Water	
930-005	Utilities	Natural Gas	
930-006	Utilities	Cable Television	
930-007	Utilities	Waste Management	
940-001	Vocational	Ag Animals	
940-002	Vocational	Auto Mechanics	
940-003	Vocational	Building Trades	
940-004	Vocational	Culinary Arts	
940-005	Vocational	JROTC	n/a
940-006	Vocational	Welding	
940-007	Vocational	Wood Shop	
940-008	Vocational	Metal Shop	
940-009	Vocational	Solar Car Panels	
940-010	Vocational	Solar Car Supplies	
940-011	Vocational	Fertilized Chicken Eggs	
940-012	Vocational	AG Equipment and Supplies	
940-013	Vocational	Robotics Equipment & Supply	
940-014	Vocational	Livestock Trailer	
940-015	Vocational	Engineering	CTE
940-016	Vocational	Competition Uniform & Accessor	
940-017	Vocational	Health Science Program	CTE
940-018	Vocational	Legal Program	
940-019	Vocational	Criminal Justice	
940-020	Vocational	Silk Screening Equipment	
940-021	Vocational	Cosmetology Equipment & Supply	
940-022	Vocational	Audio Visual (AV)	AV production, graphic design, commercial photography, animation
940-023	Vocational	Emergency Services	EMT, fire academy

940-024	Vocational	Law & Public Service	Forensic science
940-025	Vocational	Computer Science	CTE COURSES
940-026	Vocational	Education & Training	
940-027	Vocational	Architecture Design	
940-028	Vocational	HVAC	
940-029	Vocational	Business & Marketing	
940-030	Vocational	Uniforms/Shoes/T-shirts	uniform items for all vocational programs
940-031	Vocational	Floral Design	
950-001	Warehouse	Boxes/Gaylords	
950-002	Warehouse	Shredding	
950-003	Warehouse	Equipment, Supplies, Shelving	
960-001	Year Books	Year Books	
970-001	Refunds	Refunds	All student & parent refunds for all budget codes
970-002	Start-Up Funds	Start-Up Funds	Cafeteria cash drawers, petty cash funds