

Account	Name	Description
734200	Office & Admin Supplies	Office and Administrative Supplies - Pens, pencils, keyboards, file folders, paper products, photocopy paper, film, tape, computer disks, ink cartridges, and small office machines under \$1000.
734210	Business Meetings	Payments directly to vendor for business meeting
734220	Business Function Recharge	Recharge - Business Functions
734241	Non Employee Expenses	Non-Employee Expenses -Taxi service, travel, hotel/meals for candidates for positions (employee recruitment); for visiting speakers, lecturers in lieu of payment for services; etc. For reimbursements, appropriate receipts must accompany invoice. See the appropriate object class for non-employee travel expenses when payment for service is involved.
734270	General Recruitment	General Recruitment - Expenses related to employee or student recruitment including college or job fairs.
734291	Procard Supp	Holding account- DO NOT REALLOCATE
734292	Procard SMAST	Holding account- DO NOT REALLOCATE
734300	Copying Expenses & Supplies	Copying Expenses & Supplies - Includes photocopying services, toner, developer.
734310	Printing Expenses & Supplies	Printing Expenses & Supplies - Includes printing, binding, blueprinting, photography, photo developing, and copyrighting of printed material for both academic and administrative depts.
734550	Postage	Postage - Including stamps, meter postage, PO box rental, express mail, overnight mail, etc.
734800	Software & IT Licenses	Software, Software Upgrades, and Software Licenses: Personal computer to mainframe - and requisite licenses, annual fees, and upgrades.
735000	Subscriptions	Subscriptions - Payments for periodicals, newspapers, law books, journals (including electronic and news clipping services), CD-Rom subscriptions & other network or dial up Services NOTE: Billing and delivery must be to a valid UMass address. May not go to individual's residence.
735010	Membership Dues Institution	Membership Dues
735100	Advertising	Advertising Expenses - Costs of advertising in newspapers or on radio and television, excluding services provided by Advertising Agencies.
735200	Exhibit/Display	Exhibits/Displays/Promotional Items - Flags, banners, tags, displays, plaques, trophies, incl. items w/UM insignia used for promotional purposes. Includes non-monetary, non-employee awards, and non-monetary, non-employee student awards.
735300	Bottled Water	Non-allowable expense unless prior approval is received from Assistant Vice Chancellor
735600	Fees, Fines, Lics & Permit	Fees, Fines, Licenses, and Permits - Payments cannot be made for individuals - only for institution.
735902	Conference Misc & Temp Space	Conference Miscellaneous and Temporary Space Rental - Expenses for department conferences, training sessions, and examinations. May include meals, light refreshments, and temporary space rental. Temporary space rental is for temporary occupancy (30 days or less).
737100	Employee Travel - Out of State	Employee Travel - Out of State - Payments for out of state travel paid directly to the vendor on behalf of UMass employees. Includes payments to airlines or hotels.
737200	Employee Travel - In State	Employee Travel - In-State - Payments for in-state travel paid directly to the vendor on behalf of UMass employees.
737400	Confr & Train Registration Fees	Conference and Training Registration Fees - Payments to vendors on behalf of employees for registration or reservation fees for conferences, training, or other professional development or educational opportunities to enhance an employees work experience.
739200	Freight	Freight
739301	Food & Beverages	Food and Beverages - Food & beverages purchased for campus facilities
739490	Misc Dining/Kitchen Supplies	Miscellaneous Kitchen and Dining Supplies - All supplies other than china, silverware.
739600	Lab Supplies	Laboratory Supplies - Glass, syringes, needles, testing materials, protective gear.
739610	Gases & Demurrage	Gases and Demurrage and Cylinder Lease - For the purchase of compressed, liquid, and specialty gases, and their requisite container charges.
739630	Chemicals	Chemicals - Excluding radioactive materials
739640	Research Animals	Research Animals - NOTE. The purchase of any research animals require the prior approval of the Animal Care Office.
740400	Medical/Surgical Supplies	Medical and Surgical Supplies - Includes surgical instruments, first aid supplies, dental supplies

740700	Clothing & Footwear	Clothing and Footwear - Articles of wearing apparel, shoes, and boots.
740800	Window Coverings	Window Coverings - shades, drapes, blinds, shaded plastic film, etc.
740810	Bedding, Linens	Bedding, Linens - sheets, blankets, pillows, etc.
740890	Misc Facilities Furnishings	Miscellaneous Facility Furnishings - Includes, chairs, tables, bookcases, etc.
741000	Laundry/Cleaning Supplies	Laundry/Cleaning Supplies - For example: brooms, brushes, mops, pails, soaps, polishes, detergents, etc.
741010	Janitorial Paper Supplies	Cleaning Paper Products - Includes toilet paper, paper towels, etc.
741200	Grounds Supplies	Grounds Supplies - Fertilizers, trees, vines, seeds, bulbs, plants, pesticides, road salt, sand, & grounds keeping supplies
741400	Library & Teaching Supplies	Library & Teaching Supplies - Supply Items, other than books, used in a library or for teaching. Includes low dollar Academic equipment costing less than \$1,000. Also includes fabric for clothing such as costumes for theater, etc.
741500	Library Books	Library Books
741510	Library Periodicals	Library Periodicals
741520	Library On-Line Resources	Library On-line Resources - On-line subscriptions to research databases, etc.
741610	Film/Video Rental	Film/Video Rental - For the rental or purchase of films and videos.
741660	Books/Periodicals - NonLibrary	Books/Periodicals - Non-library
741810	Research Supplies	Research Supplies - For Grants and other research activities.
742000	Human Subj Comp	
743000	Athletic/Recreational Supplies	Athletic/Recreational Supplies - Items for the operation of athletic/recreational facilities.
743010	Entertainment & Game	Entertainment & Game - Expenditures for amusements, diversions, and any costs directly associated w/such events (such as tickets to shows or sports events, and for morale building or recognition functions/celebrations, including retirement functions).
743100	Manuf Suppl/Matrls/Raw Matrls	Manufacturing Supplies/Materials & Raw Materials - Gloves, safety glasses, wood, metals, plastic and cloth.
744000	Navig/Nautical Supplies	Navigational and Nautical Supplies
744201	Procard Maintenance Supply	For facilities maintenance only.
744202	Tools & Supplies Groundskpng	Tools & Supplies - Grounds keeping - Rakes, shovels, wheelbarrows, etc.
744300	Tools & Supplies Other	Tools & Supplies - Other - Small tools and supplies
744330	Tools & Supplies Auto Maint	Maintenance and Repair of state automobiles
744350	Tools & Supplies Plumbing	Maintenance and Repair Parts/Supplies - Plumbing Supplies
744360	Tools & Supplies Painting	
744370	Tools & Supplies Carpentry	Maintenance and Repair Parts/Supplies-Carpentry Supplies
744380	Tools & Supplies Electrical	Maintenance and Repair Parts/Supplies-Electrical Supplies
744800	Law Enforcement Supplies	Law Enforcement & Security Supplies - Includes ammo, badges, handcuffs, road signs (Stop, Speed Limit, etc.)
745000	Book Purchases	Book Purchases - Wholesale
745050	Wholesale Supplies for Resale	Wholesale Supplies for Resale - Items purchased for resale. Excludes books.
754100	Space Rental	Space Rental - For the costs of rental of buildings, office space, land and garages. Use this for long-term (over 30 days) rentals only.
754400	Fuel for Vehicles	Fuel for State Vehicles or rental vehicles
761390	Non-Hazardous Waste Rmvl	Non-Hazardous Waste Removal Services - Persons who remove and dispose of waste.
767300	Facilities Equip Rental/Lease	Facility Equipment - Rental/Lease - Items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances, tents, and modular units.
768210	Research/Ed Equip Maintenance	Research/Educational Equipment - Maintenance and Repair

768300	Operational Equip Maintenance	Operational Equipment - Maintenance and Repair - Maintenance of items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances and modular units.
768400	Vehicle Maintenance	Motorized Vehicle Equipment - Maintenance and Repair - Auto, incl. towing service
768500	Office Equip Maintenance	Office Equipment - Maintenance and Repair - Maintenance of calculators, typewriters, postage, FAX machines, etc.
768550	Print/Copy Maintenance	Printing, Photocopying, and Micrographics Equipment - Maintenance and Repair – Maintenance of printing, photocopying, duplicating and micrographics equipment, includes maintenance of equipment for the micro production of source documents or electronic data and microfilm/microfiche readers and printers.
768600	Office Furnish Maintenance	Office Furnishings -Maintenance and Repair
768750	Law/Sec Equip Maintenance	Law Enforcement and Security Equipment - Maintenance and Repair - Maintenance of firearms, radar, two-way communications devices, breath analyzers, etc.
768800	Heavy Equip Maintenance	Heavy Equipment - Maintenance and Repair
768870	TV Bcst Equip Maintenance	Television Broadcasting Equipment - Maintenance and Repair - High technology equipment used for audiovisual productions for video and other television broadcasting
768880	Lwn/Grnds Equip Maint	Lawn & Grounds Equipment Maintenance and Repair - For example: snow throwers, chainsaws, leaf blowers, tractor/lawn mowers up to 90 hp, etc.
772230	Infrastructure Maint Materials	Infrastructure Maintenance Materials - Materials and/or supplies needed to perform infrastructure maintenance.