



UNIVERSITY OF MASSACHUSETTS DARTMOUTH PROCUREMENT MANUAL

Section 2.4 - Account & Commodity Codes

1. Account Codes are 6 digit numbers used to define a specific acquisition expense type i.e. maintenance, printing, equipment, etc.
2. Commodity Codes are short descriptions of broad commodity types such as furniture, construction/renovation, contracts for services, information technology, etc.
3. There are generally numerous account codes within each commodity code category. The account code crosswalk described below shows which account codes should be used with which commodity codes and vice versa.
4. It is very important that the correct account code and commodity code is used when entering requisitions as the selected code determines what approvals are required within BuyWays and further feeds information into the University's Asset Management and Financial Systems.
5. Use of incorrect account codes used as a means to bypass policies, procedures or internal controls is strictly prohibited.
6. Refer to the "Account Code Crosswalk" available at http://www.umassd.edu/admin_finance/departments/administrativeservices/purchasing/policies_andprocedures/ for a complete list and description of account and commodity codes.