

### Commonly Used Account Codes

| <b>Description</b>                       | <b>Account Code</b> | <b>Note:</b>   |
|--|---------------------|--|
| Laboratory & Technical Shop Supplies     | 530101              | This will be the account code to use for most transactions. If you're unsure of which account code to use, select this one and Stephanie will update it when the cart is submitted, as needed. |
| Information Technology Services          | 500200              |  |
| Computers (bundled < \$5000)             | 500800              | Desktops, laptops, tablets   |
| Software                                 | 501300              |  |
| Information Technology Software Licenses | 500400              |  |
| Furniture < \$5000                       | 537603              |  |
| Equipment >= \$5000                      | 810100              | This is for a single piece of equipment which costs more than \$5K, or multiple pieces of equipment which each cost more than \$5K   |
| Software >= \$5,000                      | 810350              | This is for a single piece of software which costs more than \$5K, or multiple pieces of software which each cost more than \$5K   |