

Frequently Used Object Codes

Items Purchased	Object Code(s)	Type of Voucher
Advertising Services, all types	1313	VP1, VP2 or VP7 (incl. ad)
Airfare, employees, Travel	automatic entry	VP5 only
Airfare, non-employee, Travel	1260	VP2 w. AIS
Airfare, non-employee honorarium	automatic entry	VP5 travel only on PBS
Airfare, prospective employee	1270	VP2 w. AIS
Airfare, prospective employee	automatic entry	VP5 travel only on AIS
Alcoholic beverages	1347*	VPE w. OOEF no students
Ammunition	1402	VP1
Animals, expensed, non-26 accounts	1878	VP1 \$0-\$4,999.99 for UTAUS
Animals, 26- accounts only	1879	VP1 \$1,000 - \$4,999.99
Animals \$5,000 & over	1875	VP1
Bars, Taverns, Nightclubs, and Beverages – see Official Occasions		
Boat Rentals	1730	VP1
Book, computer manual	1842	VP1, VP2 or VP7
Book, hard cover/non-library	1409	VP1, VP2 or VP7
Book, library	1409	VP1, VP2 or VP7
Book, paperback	1407 or 1409	VP1, VP2 or VP7
Bus, rental/charter	1728	VP1
Car rental, employee (travel)	automatic entry	VP5
Car rental, non-employee (travel)	1260	VP2 (w. APS)
Car rental, prospective (travel)	1270	VP2 (w. APS)
Cassette tapes, blank	1836	VP2 or VP7
Cassette tapes, pre-recorded	1409	VP2 or VP7
CD (disks), blank	1836	VP2 or VP7
CD (disks), pre-recorded	1409	VP2 or VP7
Computers \$500-\$4,999.99 no monitors	1847	VP1, VP2, VP7
Computer equip \$0-\$499.99 no monitors	1846	VP1, VP2, VP7
Computer equip on 26-xxxx-xx89	1845	VP1, VP2 or VP7
Computer equip over \$4,999 no monitors	1840	VP1
Computer, Maintenance & Repair	1481	VP1, VP2 or VP7
Comp Manuals. Software, etc. \$0-\$4999.99	1842	VP1, VP2, VP7
Computer Monitors \$0-\$4,999.99	1846	VP1, VP2 or VP7
Comp Monitors \$1k-\$4,999 26-xxxx-xx89	1849	VP1 or VP2
Computer Monitors \$5,000+	1840	VP1 (need PO)
Conference/Registration fees	1275	VP2 or VP7
Consulting Services	1319	VP2 (w. APS)
Copier, Purchase	1830	VP1
Copier Rental	1726	VP1, VP2 or VP7
Copies, where toner is used	1304	VP1, VP2 or VP7
Co-sponsorships 26- accounts only	1525	VP2
Co-sponsorships	1535	VP2

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Costume, rental	1723	VP1, VP2 or VP7
Costume, purchase (inc regalia)	1836	VP1, VP2 or VP7
Cylinder Rental, gases for lab	1723	VP1 or VP7
Design Services	1305	VP1 or VP2 w. PBS
Disk Drive \$0-\$499.99	1846	VP1, VP2 or VP7
Disk Drive \$500-\$4,999.99	1847	VP1, VP2 or VP7
Dry Cleaning	1312	VP1, VP2 or VP7
Dues, Professional Membership	1301	VP2 or VP7
Dues, Social Club	1302	VP2 Needs Dean's approval
Educational/Training Services	1332	VP2 (w. APS)
Entertainment - see Official Occasion		
Equipment \$0-\$499.99	1836	VP1, VP2, VP7
Equipment (electronics) \$500-\$4999.99	1837	VP1, VP7
Fax Machines \$0-\$499.99	1866	VP1, VP2 or VP7
Fax Machines \$500-\$4,999.99	1867	VP1, VP2 or VP7
Fax Machines \$5,000 & over	1860	VP1
Federal Express	1311/1314	VP2 or VP7
Fee, Filing Document	1752	VP1 or VP2
Film, purchasing	1402	VP2 or VP7
Film, developing/processing	1304	VP2 or VP7
Flowers* for individuals	1329	VP2 or VP7
Flowers for events – see Official Occasions		
Food – see Official Occasions		
Foreign Currency Markup	1753	VP1, VP2 or VP7
Furniture & Equipment \$0-\$1,000.00	1836	VP1, VP2 or VP7
Furniture & Equipment \$1,001-\$4,999.99	1836	VP1 or VP2
Furniture & Equip \$1-\$4,999 26-xxxx-xx89	1839	VP1 or VP2
Gasoline, retail (employee)	1430	VP2 or VP5 auto
Gasoline, retail (non-employee)	1430	VP2 or VP5 auto w. PBS
Greeting Cards – see Official Occasion		
Guns/Rifles \$0-\$4,999.99	1835	VP1 (need PO)
Guns/Rifles \$5,000 and over	1830	VP1 (need PO)
Hardware	1443	VP2 or VP7
Hazardous Chemicals	1420/1425	VP1 only
Honorarium (payment to lecturer)	1337	VP2 (w. PBS)
Hotel/motel, employee	auto	VP5
Hotel/motel, non-employee/visitor	1260	VP2 (w. PBS), VP5
Hotel/motel, prospective employee	1270	VP2 (w. PBS), VP5
Internet Subscription/storage	1789	VP1, VP2 or VP7
Lab Supplies	1402	VP1, VP2 or VP7
Leases/rental, house	1734	VP1, VP2 or VP5
Lecturer's Fee/Professional Service	1337	VP2 (w. PBS)
Liquid Nitrogen	1420	VP1 or VP2

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Magazines inc. subscriptions	1407	VP2 or VP7
Manuscript writing/foreign (PBS)	1326	VP2
Manuscript writing/domestic (PBS)	1317	VP2
Mapping/professional services	1317	VP1, VP2 or VP7
Maps	1409	VP2 or VP7
Moving Expenses, Employee, taxable	1280	VP2
Moving Expenses, Employee, non-taxable	1281	VP2
Museum Artifacts \$0-\$4,999.99	1857	VP1, VP2 or VP7
Museum Artifacts \$5,000 & over	1856	VP1 or VP2
Official Occasion, Student Events	1309	VPE or VP7 w. OOEF
Official Occasion, drinking Water only	1347*	VPE or VP7 w. OOEF
Official Occasion, Conference	1347*	VPE or VP7 w. OOEF
Official Occasion, all other entertainment	1347*	VPE or VP7 w. OOEF
Package stores, beer, wine, liquor	1347*	VPE only w. OOEF
Parking Fee, Employee in Austin only	1209	VP2
Postage/Stamps, US Postal Service	1315	VP2 or VP7
Printers, \$500-\$4999.99	1847	VP1, VP2, or VP7
Printing, ink based	1357	VP1
Professional Services	1317, 1319	VP2 (w. APS)
RecSports, temporary visitors membership	1347*	VPE
Shipping/Handling (<u>not</u> USPS)	1314	VP1, VP2 or VP7
Subscription	1407	VP1, VP2 or VP7
Supplies, lab	1402	VP1, VP2 or VP7
Supplies, office	1401	VP1, VP2 or VP7
Supplies, non-office	1402	VP1, VP2 or VP7
Toner, Office Depot or Dell only	1401	VP1, VP2 or VP7
Travel expenses, employee	auto	VP5 only
Travel expenses, non-employee/visitor	1260	VP2 w. PBS or VP5
Travel expenses, prospective employee	1270	VP2 w. PBS or VP5
Travel expenses, student, non-employee	1265	VP2 w. PBS or VP5
Water, distilled	1402	VP1, VP2, VP7
Weapons, only with P.O.	1835	VP1