

Commonly Used Object Codes-CBS Purchasing

NTC= Non eligible with Tri-Council grants - RFS= Research Financial Services

If you need assistance with an alternate object code that is not on this list please contact cbclerk@uoguelph.ca

MISCELLANEOUS SUPPLIES	OBJECT CODE	TRAVEL	OBJECT CODE
Classroom/teaching NTC	63102	Meals (i.e. for oneself)	62405
Teaching specimens, insects/invertebrates NTC	63103	Accommodation	62406
Seed/sod/fertilizer	63153	Airfare	62407
Office-stationary NTC	63201	Surface transportation: includes gasoline, parking, tolls, gasoline for rental cars only, U of G vehicles (must include vehicle number), boats, equipment, etc.	62408
Chemicals/biochem/liquid gas	63251	Auto kilometer: \$0.48 per km. Personal vehicles must bill km, not gasoline. Include maps for distance justification.	62409
Field research	63254	Accommodation and airfare (when combined)	62414
Animal food lab	63255	Field Trips	62452
Laboratory & clinical	63258	Visiting scientist/travel expense	62459
Data processing & computer peripherals	63301	HOSPITALITY	
Books	63358	Entertainment: (alcohol allowed for externals only) NTC	62402
Live animals (with vertebrae)	63454	Recruitment	62403
Printing supplies, cartridges, ink	63556	Public relations/fundraising NTC	62411
COMPUTER & PERIPHERALS		Staff appreciation NTC	62412
Maintenance-computer hardware	62752	University business meeting (internal only)	62413
Maintenance-computer software	62753	MEMBERSHIP, REGISTRATION, PROFESSIONAL FEES	
Data processing & computer peripherals	63301	Fees-lectures (external and honoraria)	62504
Printing supplies, cartridges, ink	63556	Other professional services	62513
Computer software & licenses	63751	Other fees and disbursement: (poster submissions, permits)	62517
Equip-computer under \$5,000 (including peripherals)	63801	Education seminar (research related only, otherwise NTC)	62551
EQUIPMENT/FURNITURE		Miscellaneous membership	62552
Equip-furniture under \$5,000	63802	Conference-meeting registration	62553
Equip-misc. under \$5,000	63803	INTERNET & WIRELESS FEES	
Equip-furniture over \$5,000	63856	Internet fees: (% must be pre-approved by Dept Chair)	63005
Equip-scientific over \$5,000	63858	Cell phone equipment: (pre-approval by RFS if using a tri-council grant)	63006
EXTERNAL SERVICES, LABOUR, MAINTENANCE		Wireless cellular fees: (% must be pre-approved by Dept Chair regardless of trust fund/project) and approval from RFS if using Tri-council grant. Competitive campus plan available, billed to trust fund, contact nteri@uoguelph.ca at contract renewal time	63007
Analytical services	62707	LEASE, RENTAL	
Contracted labour	62709	Lease miscellaneous	62653
Instrument repair (pipette calibration)	62757	Lease-vehicle	62654
Misc. equip maintenance and repairs	62759	Rental equipment	62656
Printing lab manuals, posters, graphics, photography	63555	SHIPPING & BANK WIRE FEES	
Publications (journals, articles)	63557	Freight /customs charges /courier	63501
		Wire transfer bank fees NTC	62602