All category codes in iProcurement are combination of Category Code and Category Type of SUPP. For example, ADV.SUPP.

If you can’t find a category code appropriate for your purchase, contact purchasing.helpdesk@uoguelph.ca. A new category code could be set up upon request.

<table>
<thead>
<tr>
<th>Category Code</th>
<th>Descriptions</th>
<th>Buyer</th>
</tr>
</thead>
<tbody>
<tr>
<td>ADV</td>
<td>Advertising, Promotion, Communications</td>
<td>Lindsay MacDonald</td>
</tr>
<tr>
<td>AE</td>
<td>Arts &amp; Entertainment - art, games, music, etc.</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>AGG</td>
<td>Aggregates including cement, sand, salt, road gravel</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>AGR2</td>
<td>Crop Inputs - seeds, fertilizers, pesticides, farm chemicals</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>AGR3</td>
<td>Crop Outputs - oilseeds (grains), hay, straw</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>ANIM1</td>
<td>Animal Feed &amp; Bedding</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>ANIM2</td>
<td>Animal Husbandry - animal equipment, service</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>ANIM3</td>
<td>Animal &amp; Marine Life (Live) &amp; Artificial Insemination</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>APP</td>
<td>Athletics - excluding jerseys – see (WEAR)</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>AV</td>
<td>Audio, Visual &amp; Projection</td>
<td>Lindsay MacDonald</td>
</tr>
<tr>
<td>AWA</td>
<td>Awards &amp; Trophies</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>BIOHAZ</td>
<td>Biological Hazardous Materials</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>BLDG</td>
<td>Building Renovation &amp; Maintenance</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CAP</td>
<td>Capital Equipment Projects, ARIO over $100k, including affixed equipment</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CHEM1</td>
<td>Chemicals - Industrial plant, water treatment, lubricants, etc</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CHEM2</td>
<td>Chemicals - Scientific Freezer Program, Lab Chemicals, Organic Compounds &amp; Reagents, Biochemical</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CHEM3</td>
<td>Chemicals - Alcohol</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CHILD</td>
<td>Childcare Services</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>COMM1</td>
<td>Communication - networking &amp; web services</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>COMM2</td>
<td>Communications - telecommunications, cell phones</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>COMP1</td>
<td>Computer - Hardware, Accessories &amp; Peripherals</td>
<td>Lindsay MacDonald</td>
</tr>
<tr>
<td>COMP2</td>
<td>Computer - Software Applications &amp; Websites</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>CONFERENCE</td>
<td>Conference, Meeting</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CONSTRUCT</td>
<td>Projects, ARIO over $100k, including design, architect, land development, buildings, affixed equipment, furniture</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>CONSULTING</td>
<td>General Consulting Services including management consulting or technical consulting</td>
<td>Jesse Allen</td>
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<tr>
<td>ELE</td>
<td>Electrical</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>ENG</td>
<td>Architect, Study, Engineering &amp; Survey (non-construction)</td>
<td>Amir Shawaf</td>
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<tr>
<td>ENV</td>
<td>Environmental (Soil, Water, Air, Weather)</td>
<td>Jesse Allen</td>
</tr>
<tr>
<td>EVENT</td>
<td>Event Hosting &amp; Organizing, Special Occasion</td>
<td>Amir Shawaf</td>
</tr>
<tr>
<td>FILING</td>
<td>Filing - office &amp; record retention</td>
<td>Lindsay MacDonald</td>
</tr>
<tr>
<td>FLEET</td>
<td>Fleet - Vehicles Purchase</td>
<td>Amir Shawaf</td>
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<tr>
<td>FLEET</td>
<td>Fleet - Vehicles rental &amp; lease</td>
<td>Lindsay MacDonald</td>
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<tr>
<td>FLOOR</td>
<td>Floor Finishing &amp; Covering</td>
<td>Amir Shawaf</td>
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<tr>
<td>FOOD</td>
<td>Food - equipment, supplies, services</td>
<td>Amir Shawaf</td>
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<tr>
<td>FUEL</td>
<td>Fuel, Heating Oil &amp; Propane</td>
<td>Amir Shawaf</td>
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<tr>
<td>FURN</td>
<td>Furniture Office &amp; Facilities - filing cabinet, furniture, office seating</td>
<td>Lindsay MacDonald</td>
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<tr>
<td>GAS</td>
<td>Gases, Compressed</td>
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<tr>
<td>GROUNDS</td>
<td>Grounds Keeping &amp; Landscaping</td>
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<tr>
<td>Category Code</td>
<td>Description</td>
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<tr>
<td>HDW</td>
<td>Hardware, Tools &amp; General Consumer Goods</td>
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<tr>
<td>HOUSE</td>
<td>Housekeeping Supplies and Services</td>
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<tr>
<td>HVAC</td>
<td>Heating, Ventilation, A/C</td>
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<tr>
<td>LASER</td>
<td>Laser devises &amp; supplies</td>
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<tr>
<td>LAU</td>
<td>Laundry &amp; Linen Services</td>
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<tr>
<td>LIB</td>
<td>Library &amp; Archival</td>
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<tr>
<td>MATL</td>
<td>Material Handling including elevator, industrial shelving &amp; storage, robotics</td>
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<tr>
<td>MED1</td>
<td>Medical, Surgical, Pharmaceutical, Veterinary - supplies &amp; minor equipment</td>
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<tr>
<td>MED2</td>
<td>Medical, Surgical, Pharmaceutical, Veterinary - equipment</td>
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<tr>
<td>MEMBERSHIP</td>
<td>Membership, sponsorship</td>
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<tr>
<td>MET</td>
<td>Raw Materials including Metal, Plastic, Rubber</td>
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<tr>
<td>MOV</td>
<td>Moving &amp; Storage Services - faculty &amp; staff</td>
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<tr>
<td>OFF1</td>
<td>Office &amp; Stationery includes postal &amp; computer supplies (excluding postage, Computers &amp; Computer Peripherals)</td>
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<tr>
<td>OFF2</td>
<td>Office Paper, Printers including inkjet, laser, wide format</td>
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<tr>
<td>PEST</td>
<td>Pest Control Services</td>
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<tr>
<td>PHOTO</td>
<td>Photographic &amp; Finishing</td>
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<tr>
<td>PLUMB</td>
<td>Plumbing</td>
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<tr>
<td>PRINT1</td>
<td>Print - Photocopier</td>
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<tr>
<td>PRINT2</td>
<td>Print - Printing &amp; Publishing</td>
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<tr>
<td>PROPERTY</td>
<td>Property management, Real Estate Services</td>
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<tr>
<td>RAD</td>
<td>Radioactive Material &amp; Supplies</td>
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<tr>
<td>SAFE</td>
<td>Safety</td>
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<tr>
<td>SCI</td>
<td>Scientific - equipment, supplies, services</td>
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<tr>
<td>SEC</td>
<td>Security Parking &amp; Identification</td>
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<tr>
<td>SIGN</td>
<td>Signage - interior &amp; exterior</td>
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<tr>
<td>TEACHING</td>
<td>Teaching, Speaking engagement, lecturing services</td>
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<tr>
<td>TEX</td>
<td>Textiles - linen, bath curtains, mattress, upholstery, etc.</td>
<td></td>
</tr>
<tr>
<td>TRAINING</td>
<td>Training, Course, Seminar</td>
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<tr>
<td>TRAN</td>
<td>Transportation Services, Freight</td>
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</tr>
<tr>
<td>TRAV</td>
<td>Travel &amp; Accommodation - Hotel &amp; Out of Town Car Rentals, Airporter Service, Bus Rentals</td>
<td></td>
</tr>
<tr>
<td>WASTE</td>
<td>Waste Management &amp; Recycling - disposal of general, hazardous, dead stock, medical, metals, plastics</td>
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<tr>
<td>WEAR</td>
<td>Wearing Apparel including work wear, lab, clinic, athletic</td>
<td></td>
</tr>
<tr>
<td>WEBSITE</td>
<td>Website development, maintenance, troubleshooting services</td>
<td></td>
</tr>
<tr>
<td>WINDOW</td>
<td>Window Coverings &amp; Treatments</td>
<td></td>
</tr>
</tbody>
</table>

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