Determining the Object Code for Maintenance/Repair, Equipment or Supplies

Is this maintenance, repair or renovation (includes replacement parts, does not include upgrades or enhancements)?

- Yes
  - Is this maintenance, repair or renovation (includes replacement parts) performed by an outside vendor?
    - Yes
      - Use object code 370
    - No
      - Use object code 372
  - No
    - Use object code 374

Does the item have a useful life greater than 2 years and cost more than $50?

- Yes
  - Is the item an IT device?
    - Yes
      - Does the IT device cost more than $5000?
        - Yes
          - Choose one of the following object codes: 781, 782, 783, 784, 785, 786
        - No
          - Use object code 459
    - No
      - Use object code 710
  - No
    - Use object code 459

Is the item used for operation of an office?

- Yes
  - Use object code 301
- No
  - Is the item used in a laboratory or classroom?
    - Yes
      - Use object code 303
    - No
      - Choose one of the following object codes: 481, 482, 483, 484, 485, 486, 487, 488

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