Object Code Clarification

Below is a list of commonly used object codes and a brief explanation of when these object codes should be used. There are also specific items listed under each object code to indicate the correct code to use when these items are purchased. When charging a research project, a lift control request may be required for some object codes.

301 - Stationery and Office Supplies: Consumable items. To qualify as a supply, the item must meet one of the following criteria: cost less than $50 or have a useful life less than 2 years. Always consider 301 or 303, if applicable, before using 309. **(Note: This object code is not allowable on federal grants without approval from the Research Office)**

- Batteries
- Ink/toner cartridges
- Pens/Pencils/Tape/Scissors, etc.
- Blank CD/DVD
- Name plates for offices

303 - Lab and Classroom Supplies: Consumable items. To qualify as a supply, the item must meet one of the following criteria: cost less than $50 or have a useful life less than 2 years. Always consider 301 or 303, if applicable, before using 309.

- Chemicals
- Beakers
- Test tubes
- Food that will not be consumed (for photo purposes, etc.)

304 - Food Supplies

- Food for preparation (cooking clinics)
- Food for research studies—Must have an IRB # (use object code 329 for food purchased to entice participation in a research study)

309 - Miscellaneous Supplies **use is limited and should not be used on a Research project** Look at the use of the item and consider using 301 or 303 prior to using this object code. Gifts over $100.00 are taxable.

- Gifts/awards on gift funds (lion statues, plaques, etc.)
- Gift bags, wrapping paper, greeting cards, etc.
- Secure ID cards
- IBIS or two-factor tokens
- Giveaway items including clothing, novelty items, etc.
- Participant incentives
- Decorations (flowers, balloons, etc. unrestricted funds only unless graduation flowers)
- Items purchased for gift baskets

Updated January 2020
321 – Telecommunications

- Landline phone service (not PSU)
- Cable charges

322 – Mailing charges

- Direct billing from PSU Mail Services
- FedEx charges

323- Cellular Services

- Cellular Usage Form must be completed and a copy attached to all purchases

329 - Meeting Expenses (also includes rental of facilities, services, equipment and food & beverage items that are not in place of a meal) ***Group Meal Form Required***

- Meeting supplies (plates, forks, spoons, knives, napkins, etc.)
- Meeting food supplies (snacks, hors d’oeuvres, cookies, coffee, tea, soda, etc.)
- Meeting room rental, conference booth rental or exhibit booth rental (if only rental space without food or food supplies, no group meal form required)
- X-code 25% under General Funds for future miscellaneous meeting expenses
- X-code 100% on General Funds when all attendees are PSU employees
- Use HHD attendee list form

331 – Registrations

- Registration to attend professional conference
- Registration to attend educational class

332 - Group Meals (also includes rental of facilities, services, equipment and food & beverage items) ***Group Meal Form Required***

- Two or more people conducting Penn State business during a meal
  - **Employee only group meals while on travel status are not allowable**
- X-code 100% on General Funds when all attendees are PSU employees
- Use HHD attendee list form

326/327/328 Travel related to Professional Development- ***GENERAL FUNDS USE ONLY***

336 - In State Travel

- Origins and destinations of a trip restricted to locations wholly within the state of Pennsylvania

Updated January 2020
337 - Domestic Travel (CONUS)

- Origins and destinations of a trip restricted to locations wholly within the contiguous 48 states

338 - Foreign Travel (OCONUS)

- Trip includes a destination outside the 48 contiguous states

Go to this link for clarification of travel object codes
https://guru.psu.edu/gfug/appendices/App09_texp.html

345 - Books, Periodicals, Videos, CD ROMs, DVDs – books/magazines should be mailed to an office address.

- Instructional videos
- Online books and magazines
- Prerecorded CD/DVDs
- Mailing lists
- Data for research
- Online subscriptions
- Tests or exams

363 - Miscellaneous Fees Expense

- Fees for processing grad applications
- Cap and gown rental (x-code 100% on general funds)
- Travel visa fee
- Support for student services
- Abstract submission fee
- Accreditations, certifications, license, parking permits, sponsorships and service fees
- Background checks
- Publication fees
- AEOCPT Testing

367-369 – IT Leases (See IT Section Below)

370 - Maintenance Outside Vendors (Maintenance, repair, and renovations PERFORMED and charged to the university by outside vendors)

- Payment of invoice for work that has been performed

371 – Maintenance Contracts with Outside Vendors

- Payment of CONTRACT to maintain equipment or to perform future work. Contract must be reviewed by Risk Management or Purchasing (if using a Purchase Order)

Updated January 2020
374 - Maintenance DIRECT BILLED by OPP (Maintenance, repair, and renovations where the charges are DIRECT BILLED by OPP to the departmental budget)

- See decision tree to determine the correct object code to use for any of the above object codes for maintenance, repairs, and renovations
- Not for computer maintenance—use 488

375 – Short-Term Leases – Buildings and Land

- Total of future lease payments is greater than $5,000.00
- Lease term is 12 months or less

376 – Short-Term Leases – Equipment

- Equipment (other than IT equipment) with fair market value of leased equipment over $5,000.00
- Lease term is 12 months or less

377 – Low Value Leases

- Leases of buildings, land or equipment (other than IT equipment) in which the fair market value of the leased item is $5,000.00 or less

378 – Operating Leases – Buildings and Land

- Total of future leases payments is greater than $5,000.00
- Lease term is greater than 12 months
- Total of lease payments is under $1,000,000.00

393 – Personal/Professional Services – May NEVER be charged to a Purchasing Card

- Activity or service performed by an individual or service provider that requires specialized training, licensing or certification
- EIN or social security number required for SRFC payment
- Do not use for businesses that are incorporated

407 - IT Services, Internal to the University - All IT services charged by one PSU department to another.

- TNS invoice
- Data service provided by PSU
- Use code 487 for IT services provided external to the University (i.e. outside vendors) (ISS approval required)
- Use code 488 for maintenance of IT Equipment or Software purchased as a separate line item from the equipment/software

Updated January 2020
411-Purchased Services and Awards to Employees

- Gift cards for research participants
- Cost for picking up storage boxes for University Archives
- Service provided by a corporation
- Departments charging other departments via IDCC for services
- Employee awards

414 – Printing and Copying

- Routine printing and copying
- Printing costs in excess of $250.00 are to be routed to the Multi-Media Print Center to see if printing can be completed by MPC within timeline needed and for less than external vendor

446-Warehouse Storage Costs

- Boxes in storage with University Libraries Inactive Records Center

452 - Software – MUST BE PURCHASED THROUGH ISS

- Downloadable software
- Includes software licensing/maintenance fees
- SOFTWARE WITH A SIGNED AGREEMENT MUST BE ROUTED THROUGH PURCHASING
- Use code 488 for software maintenance purchased as a separate line item
- Downloaded apps

454-Memberships

- Not permitted on research projects unless approved by the sponsor or the HHD Research Office
- Individual Membership
  - Must charge to salary release or research incentive funds
  - X-code according to Cost Analysis page on Corporate Controller web site
  - See HHD membership policy for exceptions

459 –Equipment

- Non-computer equipment purchases under $5,000
- Meets criteria of being over $50.00 (cost of each item if more than one) AND will have a useful life of at least 2 years AND is a “stand alone” item (not part of a larger piece of equipment)

705 - Fabrication of Capital Equipment

- Must have fabrication number from property inventory before you can use this object code
- Pcard should not be used unless you have prior approval

Updated January 2020
IT OBJECT CODES

**TO ORDER THESE ITEMS PLEASE CONTACT ISS**

367 – Short-Term Leases IT Equipment

- Fair market value of leased item is greater than $5,000.00
- Lease term is 12 months or less

368 – Low-Value Leases – IT Equipment

- Fair market value of leased item is less than $5,000.00

369 – Operating Leases – IT Equipment

- Only to be used after analysis by Property Inventory

481 - IT End User Devices < $5000 - Includes any IT device used for the purpose of individual computing. MUST BE PURCHASED THROUGH ISS.

- Workstations
- Computer lab machines
- Desktop PCs
- Laptops
- Tablet computers
- Smart phones (when computing capability surpasses voice capability)
- e-Readers
- Includes cost of maintenance/extended warranty plans if included in cost of device

482 - IT Networking Devices < $5000 - Includes IT equipment used to provide secure networking from the wall jack or wireless access point (WAP) back to the edge. MUST BE PURCHASED THROUGH ISS.

- Routers, Switches, Hubs
- Firewalls
- Intrusion Prevention/Detection Appliances
- Patch Panels
- Includes cost of maintenance/extended warranty plans if included in cost of equipment

Updated January 2020
483 - IT Peripheral Devices < $5000 - Includes any IT device that is connected to a host computer, but not part of it. When peripherals are included in the cost of an end-user device, do not separate; use 0481. **MUST BE PURCHASED THROUGH ISS.**

- Monitors, Keyboards, Mice - when purchased separately from the end user device
- Digital signage displays
- Web Cameras
- Microphones
- Any intermediary device used to connect other devices, such as switches and hubs
- External data storage devices such as SD cards, flash drives, USB drives, etc. (see code 0485 for dedicated storage appl. such as SANs and NAS)
- Technology-enabled podiums (excluding the PC, if so equipped)
- AV equipment, e.g.:
  - Video displays & televisions not purchased as part of an end user device or video conferencing system
  - Projectors
  - Audio equipment, players, recording devices
- Includes cost of maintenance/extended warranty plans if included in cost of equipment
- Use 0481 for peripherals that have processors and can be used as a standalone end user device
- Use 0486 for peripherals included in the purchase cost of a dedicated video conferencing system

484 – IT Servers < $5000 - Includes any IT hardware system dedicated to run one or more services as a host, usually for multiple users. When purchasing hardware intended to be used by an end-user, use 0481 even if server software will be installed. **MUST BE PURCHASED THROUGH ISS.**

- Stand-alone servers
- Rack mount servers
- Blade Servers
- Embedded servers when the primary reason for purchase is the server and not the host equipment. These may be devices embedded into prototype apparatus or test equipment such as digital o-scopes, spectrum analyzers, etc.
- Includes cost of maintenance/extended warranty plans if included in cost of equipment
- For sole-purpose video servers (hardware specifically designed for this purpose), use 0486

485 - IT Storage Devices < $5000 - Any IT hardware system or appliance used solely for the purpose of storing large amounts of data, most often for multiple users (SAN, NAS). Also includes parts used to increase the capability or capacity of these devices, such as additional drives, interface cards, etc. **MUST BE PURCHASED THROUGH ISS.**

- For storage devices intended to be connected to an end user device, such as external hard drives or solid state drives, use 0483
- Includes cost of maintenance/extended warranty plans if included in cost of equipment

Updated January 2020
486 - IT Video Devices < $5000 - Includes any dedicated video communication or video security system. MUST BE PURCHASED THROUGH ISS.

- Video Conference Room Equipment
- Security Cameras
- Video servers (servers that can only be used for video. For others, use 0484.)
- Digital video recorders/cameras
- Includes cost of maintenance/extended warranty plans if included in cost of equipment
- For internet conferencing using web cams and end user devices, use 0483 and 0481

487 - IT Services Provided by External Vendor - Includes IT services offered/hosted by a provider external to the University. MUST COMPLETE SOFTWARE DECISION TOOL ON RISK MANAGEMENT WEBSITE (click here) AND THEN REVIEWED/APPROVED BY ISS BEFORE PURCHASING

- Software as a Service (Saas) online service billed monthly or one-time fee
- Downloading stock images from a website
- Survey Monkey
- Database searches
- Hosted event scheduling service
- Hosted data storage and backup services
- Conference calls – external vendors (ex. Meeting One)
- Ipad and cell phone data (must have a Cellular Usage Agreement attached to payment)
- Drop Box
- Amazon surveys

488 - IT Hardware and Software Maintenance - Includes maintenance agreements for IT equipment and software when purchased as a separate line item from the hardware/software. Do not include maintenance that is part of the warranty for initial purchase of the product. MUST BE PURCHASED THROUGH ISS.

781 - IT End User Devices $5,000 & Over - Includes any IT device used for the purpose of individual computing. MUST BE PURCHASED THROUGH ISS.

- Computer lab machines
- Desktop PCs
- Laptops
- Includes cost of maintenance/extended warranty plans if included in cost of device

Updated January 2020
782 – IT Networking Devices $5,000 & Over - Includes IT equipment used to provide secure networking from the wall jack or wireless access point (WAP) back to the edge. MUST BE PURCHASED THROUGH ISS.

- Routers
- Switches
- Hubs
- Firewalls
- Intrusion Prevention/Detection Appliances
- Patch Panels
- Includes cost of maintenance/extended warranty plans if included in cost of equipment

783 - IT Peripheral Devices $5,000 & Over - Includes any IT device that is connected to a host computer, but not part of it. It expands the host's capabilities but does not form part of the core computer architecture. Peripherals are often, but not always, partially or completely dependent on the host. When peripherals are included in the cost of an end-user device, do not separate; use 0781. MUST BE PURCHASED THROUGH ISS.

- Printers, Scanners, Copiers & Multi-function devices
- Monitors, when purchased separately from the end user device
- Digital signage displays
- Web Cameras
- Microphones
- Technology enabled podiums (excluding the PC, if so equipped)
- AV equipment, e.g.
  - Video displays & televisions when not purchased as part of an end user device or video conferencing system
  - Projectors
  - Audio equipment, players, recording devices
- Includes cost of maintenance/extended warranty plans if included in cost of equipment
- Use 0781 for peripherals that have processors and can be used as a standalone end user device
- Use 0786 for peripherals included in the purchase cost of a dedicated video conferencing system

784 – IT Servers $5,000 & over - Includes any IT hardware system dedicated to run one or more services as a host, usually for multiple users. When purchasing hardware intended to be used by an end-user, use 0481 even if server software will be installed. MUST BE PURCHASED THROUGH ISS.

- Stand-alone servers
- Rack mount servers
- Blade Servers
- Embedded servers when the primary reason for purchase is the server and not the host equipment. These may be devices embedded into prototype apparatus or test equipment such as digital o-scopes, spectrum analyzers, etc.
- Includes cost of maintenance/extended warranty plans if included in cost of equipment

Updated January 2020
785 - IT Storage Devices $5,000 & Over - Any IT hardware system or appliance used solely for the purpose of storing large amounts of data, most often for multiple users (SAN, NAS). Also includes parts used to increase the capability or capacity of these devices, such as additional drives, interface cards, etc. **MUST BE PURCHASED THROUGH ISS.**

- For storage devices intended to be connected to an end user device, such as external hard drives or solid state drives, use 0783

786 - IT Video Devices $5,000 & Over - Includes any dedicated video communication or video security system. **MUST BE PURCHASED THOROUGH ISS.**

- Video Conference Room Equipment
- Security Cameras
- Video servers (servers that can only be used for video. For others, use 0785)
- Digital video recorders/cameras
- Includes cost of maintenance/extended warranty plans if included in cost of equipment