

Most Commonly Used Commodity Codes

Updated 9/2022

Commodity Code	Name	Description
720205-28	Office Supplies General Office	
720205-41	Office Supplies Printer Toner	
720300-01	Postage Overnight	Fed Ex, UPS, etc
720300-02	Postage Other	USPS postage - stamps, certified mail, etc
720360-01	Non Capital Computer Equipment (less than \$5,000)	Keyboard, mouse, monitor, etc. <u>REQUIRES IT APPROVAL</u>
720750-01	Conf & Reg Fees In State	<u>REQUIRES AN ARF</u>
720750-02	Conf & Reg Fees Out of State	<u>REQUIRES AN ARF</u>
720780-01	Shipping & Freight	
720830-01	Memberships & Dues	
720840-01	Misc Operating Expense	Choice of last resort - call Angela or Terry before using
720880-03	Non Capital Furniture Office	
720960-03	Professional Development Not For Credit Classes	Includes webinars. <u>ARF MAY BE REQUIRED (See ARF instructions)</u>
720960-04	Professional Dev Not For Credit Seminars,Workshops	Includes webinars. <u>ARF MAY BE REQUIRED (See ARF instructions)</u>
720984-01	Software Licenses - Non Capital	Licenses that renew annually regardless of amount. Includes subscriptions and SaaS. <u>REQUIRES IT APPROVAL</u>
720985-01	Student Activities	
721150-03	Contract Printing - other	Printing from places such as Fed Ex, QuickCopy, etc. is a service.
721160-01	Subscriptions (Non-Library) Newspaper	
721160-02	Subscriptions (Non-Library) Magazine	
721160-03	Web Based Subscriptions (Non-Library)	Digital media, Databases, etc.
721160-04	Books (Non Library)	
721190-02	Personal Svcs - Temp Svcs 1099 Entertainers	Used for Individuals who are non- PERA Retiree - includes honorariums and stipends
721190-03	Personal Svcs - Temp Svcs 1099 Individuals Other	Used for Individuals who are non- PERA Retiree - includes honorariums and stipends
721191-01	Pers Svc Temp 1099 PERA Retiree	Used for Individuals who ARE PERA Retirees - includes honorariums and stipends
721200-01	Pers Svcs - Temp Svcs Non 1099 - Company	Used for companies - such as Job Store, etc.
721280-01	Advertising-News Job Openings (print & internet)	
721320-01	Courier Services	
721340-01	Other Purchased Services	Used for corporations & partnerships (not individuals)
721345-01	Web Based Services	Survey Monkey, RSVPBook.com, etc.
721345-02	Domain Hosting	
721420-01	Official Functions - General	
721420-02	Training Functions In House Food/Drink Purchases	Non-caterers: grocery stores, donuts, etc (if picked up)
721420-06	Training Functions In House Paper/Plastic Products	
721420-08	Official Functions - Catering	All catering
740010-01	In State Travel Employee Hotel	Any lodging within Colorado
740010-02	In State Travel Employee Other	Airfare, meals, taxis, parking, tips within Colorado
740020-01	In State Mileage - Employee	Mileage only
740060-01	In State Travel Non-Employee Hotel	Any lodging within Colorado
740060-02	In State Travel Non-Employee Other	Airfare, meals, taxis, parking, tips, etc. within Colorado
740070-01	In State Mileage Non Employee	Mileage only
740080-01	Out of State Travel Employee Hotel	Any lodging outside of Colorado
740080-02	Out of State Travel Employee Other	Airfare, meals, taxis, parking, tips, etc. outside Colorado
740090-01	Out of State Mileage Employee	Mileage only
740110-02	Out of State Travel Non Employee Hotel	Any lodging outside of Colorado
740110-02	Out of State Travel Non Employee Other	Airfare, meals, taxis, parking, tips, etc. outside Colorado
740120-01	Out of State Mileage Non Employee	Mileage only