Frequently Used Commodity Codes for Non PO Based Invoices

For the below categories of expenses, when entering an AggieBuy Non-PO Based Invoice, please include the commodity code within the section "Add Non-PO Item". Click "Product Details" to see your opportunity to enter the code.
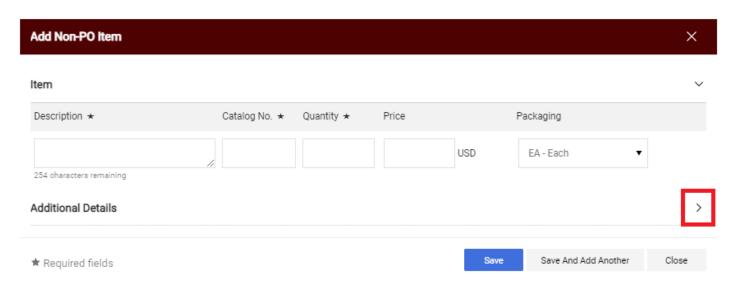
Category	Commodity Code	Object Code
Office Supplies (includes paper goods and toner)	44120000	4010, 4011, 4020
Research Supplies	99900297	4013
Shop/Industrial/Building Supplies	99900354	4075, 4076
Chemicals and Gases	12000000	4040
Telecommunications – Long Distance	83111502	5110
Telecommunications – Monthly Charge	83111500	5115
Telecommunications – Other Service Charges	83111503	5130
Rental of Containers (and goods/tools/services)	99900097	5810, 5811, 5812, 5813
Freight/Delivery Services	78000000	5650
Postal Services (includes Campus Mail Service)	78102201	5655, 5682
Chemical Instrumentation Services (Materials and Characterization invoices only)	99900352	5684

Food Categories	Commodity Code	Object Code
Food – Business Meal	99900036	6340
Food – Catering (Service Performed)	99900285	6338
Food – Not Business Meal, Not Catering, Not Sponsored Participant Food	99900284	6339
Alcohol Purchase	50202200	6341
Food – Purchases for Sponsored Participant (If need to be excluded from MTDC)	99900044	6373

When Participant Cost expenses occur, you must enter the commodity code. Participant Cost codes may only be used on Sponsored accounts for non-employee expenses. These expenses are excluded from IDC. Participant travel expenses (paid directly to the participant, not a supplier) must be entered in Concur, not AggieBuy.

Participant Cost Categories	Commodity Code	Object Code
Participant Cost – Fees	99900038	6365, 6367
Participant Cost – Tuition	99900037	6366
Participant Cost – Books	99900039	6368
Participant Cost – Materials	99900040	6369
Participant Cost – Direct Bill Travel/Vendor Services	99900044	6373
Participant Cost – Other	99900045	6374
Participant Cost – Stipends	99900385	6383

The commodity code should be populated when you are purchasing one of the above items. If not, leave it blank. To enter a commodity code to a Non-PO line item you are adding, click on the arrow next to "Additional Details" to expand the fields.

Enter the commodity code here and click the "Save" button.