Frequently Used Commodity Codes for Non PO Based Invoices

When entering an AggieBuy Non-PO Based Invoice, department users have the option to include the commodity code. We are providing a list of the frequently used commodity codes based on Category and Object Code to assist the departments that may opt to assign commodity codes to their Non-PO invoices. Why would a department want to assign their own commodity code? If the department assigns the commodity code it will bypass the non-po commodity code assignment step and immediately check budget/encumber and reduce the number of days to approve the invoice for payment. This keeps the department from having to wait on FMO to assign the commodity code which could take up to 48 hours. If the commodity code is not on the below list, it is not recommended the department attempt to enter the commodity code.

Frequently Used Commodity Codes Sort on Object Code

<table>
<thead>
<tr>
<th>Category</th>
<th>Commodity Code</th>
<th>Object Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Office Supplies (includes paper goods &amp; toner)</td>
<td>441200000</td>
<td>4010, 4011, 4020</td>
</tr>
<tr>
<td>Research Supplies</td>
<td>99900297</td>
<td>4013</td>
</tr>
<tr>
<td>Chemicals &amp; Gases</td>
<td>120000000</td>
<td>4040</td>
</tr>
<tr>
<td>Medical Supplies</td>
<td>99900304</td>
<td>4045</td>
</tr>
<tr>
<td>General Dental Supplies</td>
<td>42152500</td>
<td>4045</td>
</tr>
<tr>
<td>Animal products and supplies</td>
<td>101100000</td>
<td>4055</td>
</tr>
<tr>
<td>Parts - Machinery and Equipment</td>
<td>99900295</td>
<td>4066</td>
</tr>
<tr>
<td>Shop &amp; Industrial Supplies</td>
<td>99900354</td>
<td>4075</td>
</tr>
<tr>
<td>Telecommunications - Long Distance</td>
<td>83111502</td>
<td>5110</td>
</tr>
<tr>
<td>Telecommunications - Monthly Charge</td>
<td>83111500</td>
<td>5115</td>
</tr>
<tr>
<td>Telecommunication - Other Service Charges</td>
<td>83111503</td>
<td>5130</td>
</tr>
<tr>
<td>Maintenance &amp; Repair of Equipment</td>
<td>99900288</td>
<td>5512</td>
</tr>
<tr>
<td>Temporary Support Services</td>
<td>80111600</td>
<td>5620</td>
</tr>
<tr>
<td>Advertising</td>
<td>82100000</td>
<td>5641</td>
</tr>
<tr>
<td>Freight/Delivery Services</td>
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<td>5650</td>
</tr>
<tr>
<td>Lab Testing</td>
<td>99900308</td>
<td>5654</td>
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<tr>
<td>Medical &amp; Lab Equipment</td>
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<td>5751</td>
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<tr>
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<td>5760/5787</td>
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<tr>
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<td>5761</td>
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<tr>
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<td>5767</td>
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<tr>
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<td>5810/5813</td>
</tr>
<tr>
<td>Vehicle Rental</td>
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<td>5840</td>
</tr>
<tr>
<td>Rental of Hotel (Hotel Direct Bill)</td>
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<td>5842</td>
</tr>
<tr>
<td>Food - Catering</td>
<td>99900285</td>
<td>6338</td>
</tr>
<tr>
<td>Food - Other than Business Meals</td>
<td>99900284</td>
<td>6339</td>
</tr>
<tr>
<td>Food - Business Meal</td>
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<td>Alcohol</td>
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How to Assign the Commodity Code

When creating the Non-PO invoice and are ready to add line item payment information click on “Add Non-PO Item”.

It opens the item entry page, then click on “Product Details” after entering the line item payment information.

Copy the appropriate commodity code from the list above and paste in the below field. Or manually enter.