



# UNM Commodity Codes

<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
<b>Advertising/Media/Public Relations - Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>		
<i>Advertising/Media/Public Relations Services</i>		
3100	Services, Advertising	
<b>Architect/Engineering - Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>		
<i>Architect/Engineering Services</i>		
3000	Services, Architectural	Interior Design, Building Design
3030	Services, Engineering	Electrical Engr, Mechanical Engr
3905	Services, Surveying	
<b>Art/Entertainment - Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>		
<i>Art and Entertainment Materials and Supplies</i>		
2000	Supplies, Art/Theatre	Makeup, Costumes, Musical Instruments
2000H	Supplies, Art/Theatre - HAZARDOUS	Paint
<i>Art and Entertainment Services</i>		
3115	Services, Art Related	
3400	Services, Entertainment	Performances, Flowers
<b>Athletic - Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>		
<i>Athletic Equipment</i>		
1100	Equipment, Athletic	Weights, Bench
1100C	Equipment, Athletic - CAPITAL	>\$5,000 - Stationary Bike, Treadmill
<b>Audio/Visual - Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>		
<i>Audio/Visual Equipment</i>		
1200	Equipment, Audio/Visual	Projectors, Video Equipment
1200C	Equipment, Audio/Visual - CAPITAL	>\$5,000 - Teleconference Equip

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*Audio/Visual Material and Supplies*

2650	Supplies, Photographic	Film
2650H	Supplies, Photographic - HAZARDOUS	Film Developing Chemical

*Audio/Visual Services*

3120	Services, Audio/Visual
3710	Services, Maintenance - Audio/Visual

**Automobile -**

**Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Automobile (Purchases)*

6000C	Vehicles, less than 1 ton	Golf Carts, Motorcycles
6100C	Vehicles, greater than 1 ton	Cars, Trucks
6200C	Vehicles, greater than 5 ton	Bus, Garbage Truck
6300C	Vehicles, Trailers	Horse Trailer, Vehicle trailers

*Automobile Maintenance and Repair Services*

3715	Services, Maintenance - Automobile
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*Automobile Materials and Supplies*

2050	Supplies, Automotive -	Tires, Oil
2050H	Supplies, Automotive - HAZARDOUS	Lubricants, Batteries
2550H	Supplies, Liquid Fuel - HAZARDOUS	Diesel Fuel, Propane

**Building -**

**Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Building Operations Materials and Supplies*

2150	Supplies, Building	Lumber, Floor Covering, Window Coverings
2150H	Supplies, Building - HAZARDOUS	Welding Rods, Paint
2270	Supplies, Fire/Safety/Security	Security Alarm, Fire Extinguisher
2270H	Supplies, Fire/Safety/Security - HAZARDOUS	Fire Retardants

*Building Services*

3450	Services, Fire/Safety/Security	Security Systems, Alarm Services, Fire Safety
3720	Services, Maintenance - Building	

**Computer/Data/Telecom -**

**Team 2-Veronica, Monica, Gustavo, Alejandra & Jennifer - purchasingteam2@unm.edu**

<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
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*Computer Equipment*

1300	Equipment, Computer	Hard Drive, Memory Card, Monitor
1300C	Equipment, Computer - CAPITAL	Computer System, Laptop, Printer, Server

*Computer Materials and Supplies*

2200	Supplies, Computer	Keyboard, Peripherals
2900	Supplies, Software	Software licenses, maintenance and training

*Computer Services*

3185	Services, Computer - Technology Subscriptions
3725	Services, Maintenance - Computer/Data/Telecom
3895	Services, Software Subscriptions/Licenses
3975	Services, Website Design and Related

*Data Network/Telecom Equipment*

1800	Equipment, Telecommunications/Radio	Fire Alarm System, Cable, 2-Way Radio
1800C	Equipment, Telecommunications/Radio - CAPITAL	Telephone Mgt Systems, Telephone Networks

*Data Network/Telecom Services*

3325	Services, Data Network/Telecom Services
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**Construction - Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Construction Materials and Supplies*

2220	Supplies, Construction	
2250	Supplies, Electrical	Wire, Switch Plates,
2700	Supplies, Plumbing	Sinks, Pipe
2700H	Supplies, Plumbing - HAZARDOUS	

*Construction Services*

3200	Services, Construction - Facilities Planning	Building Contracts
3210	Services, Construction - PPD	JOC Contract, Small Remodel

**Education/Training - Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Education/Training Development & Review Service*

3175	Services, Classroom/Instructional
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<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
3650	Services, Library	Interlibrary Loan
3910	Services, Training	Educational, Group Facilitators
<i>Education/Training Materials and Supplies</i>		
2470	Supplies, Instructional	
<b>Employment -</b>		<b>Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>
<i>Employment Services</i>		
3350	Services, Employment	Employment Agencies, Translation Services
<b>Equipment -</b>		<b>Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>
<i>Equipment Services</i>		
3630	Services, Leases/Rentals - Equipment	
3730	Services, Maintenance - Equipment	
<i>Equipment-General</i>		
1000	Equipment, Appliances	Sm. Refrigerator
1000C	Equipment, Appliances - CAPITAL	>\$5,000 - Lg. Refrigerator
<b>Financial &amp; Legal -</b>		<b>Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>
<i>Financial &amp; Legal Services</i>		
3010	Services, Auditing/Financial	Audit Contracts, Merchant Services Agr
3040	Services, Legal	Contracts for Attorneys
3130	Services, Banking	
<b>Food -</b>		<b>Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>
<i>Food Materials and Supplies-General</i>		
2300	Supplies, Food/Beverage	
<i>Food Services</i>		
3150	Services, Catering/Food/Beverage	
3470	Services, Food Management	
<b>Furniture -</b>		<b>Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>

<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
<i>Furniture</i>		
1400	Equipment, Furniture	Chairs, Desks
1400C	Equipment, Furniture - CAPITAL	Lockers, Library System
1401	Equipment, Modular Furniture	Modular cubicles, workspaces
1401C	Equipment, Modular Furniture - CAPITAL	Modular cubicles, workspaces >\$5,000
<i>Furniture Services</i>		
3600	Services, Interior Furnishings	Wall Partitions, Panel Fabric

**Grounds/Industrial -**

**Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Grounds/Industrial Equipment*

1500	Equipment, Grounds/Landscaping	Wheel Barrow, Push Mower
1500C	Equipment, Grounds/Landscaping - CAPITAL	>\$5,000 - Tractor, Riding Mower
1550	Equipment, Industrial	Water Heater, Small Generator
1550C	Equipment, Industrial - CAPITAL	>\$5,000 - Large Generator, Transformer

*Grounds/Industrial Services*

3300	Services, Custodial/Janitorial	Custodial Contracts, Athletic Cleanup
3500	Services, Grounds/Landscaping	Landscaping, Grounds Maintenance
3520	Services, Industrial	
3610	Services, Laundry	
3735	Services, Maintenance - Grounds/Industrial	

*Grounds/Industrial Supplies*

2230	Supplies, Custodial/Janitorial	
2350	Supplies, Gases	Gases not used in Labs or Automobiles
2400	Supplies, Grounds/Landscaping	Sand, Sod
2400H	Supplies, Grounds/Landscaping - HAZARDOUS	Fertilizer, Pest Control Chemicals
2450	Supplies, Industrial	
2450H	Supplies, Industrial - HAZARDOUS	

**Insurance -**

**Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Insurance Services*

3550	Services, Insurance	
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**Laboratory/Research -**

**Team 2-Veronica, Monica, Gustavo, Alejandra & Jennifer - purchasingteam2@unm.edu**

*Laboratory/Research Equipment*

1600	Equipment, Lab/Research	Scales, Microscopes
1601C	Equipment, Lab/Research (Light) - CAPITAL	>\$5,000 - Incubator, Freezer
1602C	Equipment, Lab/Research (Complex) - CAPITAL	>\$5,000 - Cell Analyzer, Spectrometer

*Laboratory/Research Materials and Supplies*

2500	Supplies, Lab/Research	Cotton Balls, Bottles
2500H	Supplies, Lab/Research - HAZARDOUS	Acids, Ether, Gases used in Labs
2500R	Supplies, Lab/Research - RADIOACTIVE	Isotopes

*Laboratory/Research Services*

3110	Services, Analysis-Samples	Soil samples, lab samples
3605	Services, Lab/Research	Svcs Unique to Labs/Research, ex Lab Inspection
3745	Services, Maintenance - Equipment, Lab/Research	Maintenance Agreements

**Materials Management -**

**Team 1-Brett, Gary, & Ryan - purchasingteam1@unm.edu**

*Materials Management Materials and Supplies*

2800	Supplies, Postage/Mailing	Postage Meters, Boxes
2950	Supplies, Uniforms/Clothing	

*Materials Management Services*

3005	Services, Auctioneering	
3250	Services, Courier/Parcel	Courier, FedEx
3780	Services, Materials Handling	
3800	Services, Moving/Transportation	New Employee Moves, Interoffice Moves
3860	Services, Records Archival	
3865	Services, Records Destruction	
3870	Services, Removal	Solid Waste, OMI Transport
3870H	Services, Removal - Hazardous	Bio-Med Waste, Hazardous Material
3880	Services, Rental-Equipment/Supplies	

**Medical -**

**Team 2-Veronica, Monica, Gustavo, Alejandra & Jennifer - purchasingteam2@unm.edu**

<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
<i>Medical Equipment</i>		
1650	Equipment, Medical/Clinical	Blood Pressure Unit
1650C	Equipment, Medical/Clinical - CAPITAL	>\$5,000 - Electroglottograph
<i>Medical Materials and Supplies</i>		
2510	Supplies, Medical/Clinical	
2510H	Supplies, Medical/Clinical - HAZARDOUS	
2510R	Supplies, Medical/Clinical - RADIOACTIVE	
<i>Medical Services</i>		
3050	Services, Medical/Dental	Services Unique to Medical/Dental
3755	Services, Maintenance - Equipment, Medical/Clinical	Maintenance Agreements
<b>Office -</b>		<b>Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>
<i>Office Equipment</i>		
1700	Equipment, Office	Adding Machine, Fax
1700C	Equipment, Office - CAPITAL	>5,000 - Copier, Fax
<i>Office Materials and Supplies</i>		
2600	Supplies, Office	Pens, Paper, Toner
<b>Other/Miscellaneous/DPEZ -</b>		<b>Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>
<i>Other/Miscellaneous/DPEZ Services</i>		
4000	Athletic Game Guarantees	UNM Athletics Use ONLY
4100	Awards/Promotional	
4200	Conference Fees	
4250	Consignment Sales	
4300	Damages/Settlements	
4400	Honorarium	
4500	Membership Dues	
4600	Participant Fees	
4650	Payments to Gov't/Agent Entities (taxes, fees)	Payments to a Fed or State agency
4700	Refunds	
4800	Reimbursements	

<i>Commodity Code</i>	<i>Commodity Description</i>	<i>Examples</i>
4900	Royalties	
4950	Subscriptions	
<b>Printing/Publication - Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>		
<i>Printing/Publication Materials and Supplies</i>		
2100	Supplies, Books/Publications/Periodicals	
2850	Supplies, Printing	
<i>Printing/Publication Services</i>		
3850	Services, Printing/Publication/Copying	
<b>Real Estate - Team 1-Brett, Gary, &amp; Ryan - purchasingteam1@unm.edu</b>		
<i>Real Estate</i>		
5000	Land	
5050	Real Estate	
5100	Land Improvement	
5200	Building, Original Constr	
5300	Building Improvement	
<i>Real Estate Services</i>		
3615	Services, Leases/Ground	
3620	Services, Leases/ Real Estate	Office Space Leases, Building Leases
3855	Services, Real Estate Appraisal	
3890	Services, Rental-Storage	
3950	Services, Utilities	Electricity, Water
<b>Security - Buildings &amp; Grounds - Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>		
<i>Security - Buildings &amp; Grounds</i>		
3140	Services, Building & Grounds Security	Security Guards
<b>Travel/Lodging/Conference - Team 2-Veronica, Monica, Gustavo, Alejandra &amp; Jennifer - purchasingteam2@unm.edu</b>		
<i>Travel/Lodging/Conference</i>		
3700	Services, Lodging/Meeting Space	
3930	Services, Travel	Airfare booking, Charter vehicles, Rental cars