

**UNIVERSITY  
ACCOUNT &  
COMMODITY CODES  
FOR REQUISITIONS  
FOR BUYWAYS**

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Table of Contents**

INTRODUCTION			Page 3
ONLINE RESOURCES			Page 6
Object Class	EE	ADMINISTRATIVE EXPENSES	Page 7
Object Class	FF	FACILITY OPERATIONAL SUPPLIES AND RELATED EXPENSES	Page 12
Object Class	GG	ENERGY COSTS AND SPACE RENTAL	Page 17
Object Class	HH	CONSULTING SERVICES AND SUBAWARD/SUBCONTRACT	Page 19
Object Class	JJ	OPERATIONAL SERVICES	Page 24
Object Class	KK	EQUIPMENT PURCHASES	Page 29
Object Class	LL	LEASE-PURCHASE OF EQUIPMENT, LEASE OF EQUIPMENT RENTAL OF EQUIPMENT AND OFFICE FURNISHINGS MAINTENANCE AND REPAIR OF EQUIPMENT	Page 34
		<b>Lease-Purchase of Equipment</b> – Purchase of Commodity with Third Party Financing with goal of Ultimate Ownership	Page 35
		<b>Lease of Equipment</b> - Long Term Lease without ownership, longer than 9 months.	Page 37
		<b>Rental of Equipment and Office Furnishings</b> – Short term use, without ownership, less than 9 months.	Page 38
		<b>Maintenance and Repair of Equipment</b> – Includes replacement parts only as part of the Service Agreement.	Page 39
Object Class	MM	SERVICES PROGRAMS Studying Abroad	Page 41
Object Class	NN	HORIZONTAL AND VERTICAL CONSTRUCTION, IMPROVEMENTS, MAINTENANCE AND REPAIR COSTS AND LAND ACQUISITION	Page 42
Object Class	UU	INFORMATION TECHNOLOGY EXPENSES	Page 49

## INTRODUCTION

Every requisition must have a commodity and an account code. A Commodity Code drives special approval and receiving. An Account Code is a 6-digit University number in PeopleSoft that identifies the type of goods, materials, commodities and service that is being purchased. Each line may contain a different commodity code and account code, depending on what is appropriate for the purchase. This facilitates reporting, and also establishes the type of support documentation that is required for the requisition.

The commodity and account code descriptions are brief explanations of the goods, materials, commodities and services for which funds are encumbered and expended. If you are unable to locate the desired code, consult the Procurement Department help line at x5060.

There is a commodity and account code for all goods, materials, commodities and services. This document defines each commodity and account code bid limits.

All procurements of goods, materials, commodities, and services by the University, including but not limited to, vehicles, equipment, library materials, software, design services, or real property, whether procured by purchase order, contract, license, lease, or other form of agreement (collectively "Procurements") regardless of the source of funds must comply with the University's Procurement Policy, Doc. T92-031 as amended.

### Definitions

**Blanket Order:** A Blanket Order is when multiple payments are made against one order. The requisition must be changed from a red (x) to a green (√) mark before it can become a blanket order. A Blanket Order does not require a signature on the invoice for payment unless it has a Contract for Services (CFS) Commodity.

**Commodities with CFS and All Utilities:** Commodities with a CFS that are set up as a blanket order and utilities require a signature on the invoice before payment can be processed.

**Consultant services:** Services provided by an individual, company, or entity in a specific specialized field(s) with little or no University direction or supervision. Consultant services shall include lobbying services as defined by state or federal law.

**Contract:** The University's contract for services including consultant services, purchase order, or any other written, legally binding agreement between the University and an external individual or entity.

**Independent Contractors:** Contracts with individuals engaged to perform services or consultant services for or on behalf of the University under a Contract or Sub-contract, other than in an employment status, and minimally supervised by University personnel. These individuals engaged must meet the requirements for independent contractors under state and federal law, including G.L. ch.149, section 148B. Questions or guidance concerning independent contractor status should be directed to Human Resources.

**Legal services:** Attorneys or law firms retained to provide legal advice or representation for the University, a campus, or University employees in matters relating to their official duties. Any legal counsel retained by the University on a permanent, temporary, or consultant basis shall be approved and retained by, and subject to the continuing supervision of, the General Counsel of the University, pursuant to the vote of the Board of Trustees, May 1, 1974.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Services:** Duties, work, or activities performed by an individual, company, or entity for the University under a written contract; or on behalf of the University under a written sub-contract; or performed by the University for a third party under a written contract. Services as defined in this subsection shall not include consultant or legal services.

**Sub-contracts:** The University, through the President's Office, or any campus may enter into contracts with other persons or entities, including other governmental agencies, by which the University agrees to provide services. In order to fulfill these contractual obligations, the University may enter into sub-contracts with persons or firms. These sub-contracts shall be subject to the Procurement Policy and any standards or campus guidelines developed pursuant to the Procurement Policy in the same manner as if the University were procuring goods and services for itself, unless other contractual terms apply.

**Design Services for Construction Projects:** Services for Building Projects (as defined in ch.7C) must be bid in compliance with G.L. ch.7C.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involve the transfer of ownership from the seller to the customer.

**Labor and Materials Construction Projects:** All Labor and Materials construction projects must be bid in compliance with G.L. ch.149 and G.L. ch.30, section 39M.

**Receiving:** The purchase of goods should be delivered to the Central Receiving Department. Some purchase orders require electronic receipt based on the commodity assigned to the line item. The electronic receipt is entered on the finance system by the Central Receiving Department. If the vendor delivers the goods to the department, and the order requires electronic receipt, the department is responsible for notifying Central Receiving. The department should retain the packing slip for audit documentation.

**Special Approval:** Once a department creates and approves a requisition, the requisition is electronically forwarded to the appropriate special approver for the following types of purchase: Property, Printing, Advertising, Chemicals, Information Technology Services/Commodities, Subcontracts/Subawards, Radioactive Materials and Hazardous Materials.

**Tolerance:** Payments should be equal to or less than the amount on the purchase order. Tolerance levels are set by the commodity type.

## **Competitive Procurement**

Competitive Procurement is required for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software, electronic journals, or real property) which exceed ten thousand dollars (\$10,000) per fiscal year; and for services contracts including consultant contracts, and sub-contracts which exceed fifty thousand dollars (\$50,000) per fiscal year.

## **Exceptions to Competitive Procurement**

Subject to the Procurement Policy, procurements made without advertising or some competitive procurement process should be limited to:

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

1. Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
2. The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.
3. Consultant, services contracts, or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year.
4. Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**Procedures**

1. University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.
2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.
5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.
6. Contracts for consultant or other services should include the University's insurance requirements identifying the appropriate insurance coverages required under the contract.
7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.
8. A campus must notify the President or designee about any proposed campus contract for consultant services which will exceed \$300,000 annually.

**Online Resources:**

**Purchasing Policy Doc. T92-031**

[http://media.umassp.edu/massedu/policy/purchasing\\_policy.pdf](http://media.umassp.edu/massedu/policy/purchasing_policy.pdf)

**Mass Higher Education Consortium**

[www.mhec.net](http://www.mhec.net)

**Commonwealth of Mass State Contracts**

<https://www.commbuys.com>

**Massachusetts State Ethics Commission**

<http://www.mass.gov/ethics/>

**University of Massachusetts Procurement Department:**

[http://www.umb.edu/administration\\_finance/contracts\\_compliance/procurement](http://www.umb.edu/administration_finance/contracts_compliance/procurement)

**The Board of Trustees Policies:**

<http://www.massachusetts.edu/policy/fiscalgeneraladmin.html>

**Procurement Policy Appendix A:**

<http://media.umassp.edu/massedu/policy/Purchasing%20Policy.pdf>

**Employee Travel Policy & Guidelines Appendix B:**

<http://media.umassp.edu/massedu/policy/Travel%20Policy%20197.pdf>

**Business Expense Policy Appendix C:**

<http://media.umassp.edu/massedu/policy/FiscalBusinessExpense.pdf>

**Policy on Goods**

[http://www.umb.edu/administration\\_finance/contracts\\_compliance/procurement/purchasing](http://www.umb.edu/administration_finance/contracts_compliance/procurement/purchasing)

**Policy on Services**

[http://www.umb.edu/administration\\_finance/contracts\\_compliance/procurement/purchasing](http://www.umb.edu/administration_finance/contracts_compliance/procurement/purchasing)

**OBJECT CLASS EE - ADMINISTRATIVE EXPENSES**

**Introduction:** This object class includes administrative expenditures associated with departmental operations and programs.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**ACCOUNT DESCRIPTION  
CODES**

**734140 Insurance** – This includes fire, theft, general and professional liability insurance.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Insurance

**734200 Office and Administrative Supplies:** *There are two different commodities.*  
Pens, pencils, file folders, paper, batteries, decorations, water bottles, etc.  
Small office machines less than \$1,000. (Fax machine, printer, camcorders, etc.)  
**Commodity: Office and Administrative Supplies**

Computer supplies <\$1,000.00 including toner, USB, and keyboards or monitors not purchase with a computer.

**Commodity: Computer Supplies**

**Tolerance:** 10% over on vendor invoice not to exceed \$250

For Computers, Laptops, Tablets and CPU Towers, **\$0 to \$4,999.99** use 741980.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 734210 Business Meetings** – Payments made directly to vendors for business expenses, excluding entertainment. For example: restaurants, caterers, grocers.  
*See Business Expense Policy for the additional documents required.*  
For Entertainment Expenses, use 743010.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences
- 734241 Non-Employee Expenses – Taxi service, travel, hotel/meals for candidates for positions (employee recruitment):** When making arrangements for visiting speakers/lectures and recruitment services.  
Reimbursements to individuals are not allowed and must be done as a direct payment.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Non-Employee Expenses
- 734260 Team Travel – Recruitment: (Athletic Dept. Only – Incl. Coaches):** For expenses incurred by the Athletic Department for team travel and athletic recruitment.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 734270 College or Job Fairs Registration for High Schools**  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 734280 Charity Events** – Expenses related to hosting or participating in a charity event.  
*See Business Expense Policy for the additional documents required.*  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Memorials/Donations
- 734290 Alcoholic Beverages** – Purchases of alcoholic beverages must be approved by a Dean or Director and be in conformance with established Campus policy.  
CAUTION: Contact your grant accountant before you commit such expenditure to a grant/contract account.  
*See Business Expense Policy for the additional documents required.*  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Alcohol-All
- 734300 Copying Expenses & Supplies** – Includes photocopying services, toner, and developer.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Printing/Copying



University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 734310 Printing Expenses & Supplies** – Includes printing, binding, blueprinting, photography, photo developing, and copyrighting of printed material for both academic and administrative depts.  
For the purchase of photographic film, use 734200.  
For Photographic/Micrographic Services, use 761330.  
For direct mail services use 761290.  
Printing orders must comply with The Prevailing Wage Rates Law, M.G.L.c. 5, §1.  
**BuyWays Commodity Approval:** Office of Government Relations and Public Affairs.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Printing/Copying
- 734550 Postage** – Including stamps, meter postage, PO box rental, express mail, overnight mail, etc.  
For postage meter rental use 767500,  
For direct mail service and for courier services use 761290.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Mailings
- 735000 Subscriptions** – Payments for periodicals, newspapers, law books, journals (including electronic and news clipping services), CD-ROM subscriptions & other network or dial up/hosting services and non-IT related.  
Billing and delivery must be to a valid UMass address, no residence.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 735010 Membership Dues – Institutional** – Payments for employee membership dues to professional organizations are authorized if they are appropriate for the individual's position and duties and if the membership benefits the University.  
Membership dues should be in the name of the University to the extent possible and delivered to a University address. If an organization does not have an institutional membership, the membership should be in the name of the employee who will represent the University.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 735100 Advertising Expenses** – Costs of advertising in newspapers, on radio and television, excluding services provided by Advertising Agencies (use 757040).  
**EMPLOYMENT ADS:** ALL ADVERTIZEMENTS FOR EMPLOYMENT ADS MUST BE SENT DIRECTLY TO HUMAN RESOURCES. HUMAN RESOURCES WILL RECHARGE THE DEPARTMENT.  
**BuyWays Commodity Approval:** Office of Government Relations and Public Affairs.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Advertising

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 735200 Promotional Items/Exhibits/Displays** – Flags, banners, tags, displays, plaques, trophies, including items w/UM insignia used for promotional purposes. Includes non-monetary, non-employee awards, and non-monetary, non-employee student awards.  
Monetary student awards not related to employment must be processed through the Financial Aid Office.  
Monetary non-employee, non-student awards must be processed within Subs. HH, JJ, NN and UU under the code that best fits the type of award.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Promotional Items
- 735300 Bottled Water** – Includes the purchase of bottled water and the incidental rental costs of the equipment and supplies.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Food/Groceries
- 735600 Fees, Fines, Licenses (non-IT), and Permits** – Payment cannot be made to an individual, must be to an institution or a supplier. Includes employee identification badges.  
For IT Software licenses, use 734800.  
For Memberships, use 735010.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Fees/Licenses/Permits (Excluding IT Software)
- 735610 Royalties** – Royalty agreements must be forwarded to the Assistant Vice Chancellor for Contracts and Compliance for signature.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 735902 Conference/Temporary Space Rental** – Expenses for department conferences, training sessions, examinations and other department-related activities.  
May include meals, light refreshments, and temporary space rental.  
Temporary space rental is for temporary occupancy (30 days or less).  
*See Business Expense Policy for the additional documents required.*  
For Conference Registration Fees, use 737400.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences
- 736200 Donations/Memorials/Sponsorships** – Payments for donations, charitable contributions, or memorials, co-sponsorships for conference and other events.  
*See University Policy regarding donations before using this code.*  
*See Business Expense Policy for the additional documents required.*  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Memorials/Donations

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 737100 Employee Travel – Out of State** – Payments for out of state travel paid directly to the vendor on behalf of UMass employees. Includes payments to airlines or hotels.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences
- 737200 Employee Travel – In-State** – Payments for in-state travel paid directly to the vendor on behalf of UMass employees.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences
- 737300 Tuition for Employees** – Payments paid directly to a vendor for approved tuition and/or tuition expenses.  
For conference training and registration fees paid directly to a vendor use 737400.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences
- 737400 Conference and Training Registration Fees** - Payments to vendors on behalf of UMass employees for registration or reservation fees for conferences, training, or other professional development or educational opportunities to enhance an employees work experience.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Business Meetings/Conferences

**OBJECT CLASS FF - FACILITY OPERATIONAL SUPPLIES  
AND RELATED EXPENSES**

**Introduction:** This object class includes the cost of supplies required for operating the programs provided at the University.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**ACCOUNT DESCRIPTION  
CODES**

**739200 Freight/Shipping Cost**  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Delivery Charges

**739500 Medicines and Pharmaceuticals – Note:** Reference the appropriate Mass. Dept. of Public Health License No. on all requisitions that cover the purchase of a controlled substance.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Medical Supplies

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 739600**      **Laboratory Supplies:** Glass, syringes, needles, testing materials, protective gear. Includes low dollar academic equipment less than \$1,000.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Lab/Research Supplies
- 739610**      **Gases and Demurrage and Cylinder Lease** – For the purchase of compressed, liquid, and specialty gases, and their requisite container charges.  
**BuyWays Commodity Approval:** Environmental Health & Safety  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Chemicals/Gases/Demurrage and Cylinder Lease
- 739630**      **Chemicals** – Excluding radioactive materials  
For radioactive materials, use 739650.  
**BuyWays Commodity Approval:** Environmental Health & Safety  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Chemicals/Gases/Demurrage and Cylinder Lease
- 739640**      **Research Animals** – NOTE. The purchase of any research animals requires the prior approval of the Animal Care Office.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Animals - Live Laboratory
- 739650**      **Radioactive Materials** – NOTE: The purchase of any radioactive materials must be coordinated through the campus Department of Environmental Health and Safety.  
**BuyWays Commodity Approval:** Environmental Health & Safety  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Hazardous, Radioactive Materials
- 739660**      **Tax Free Alcohol** - Alcohol purchased for research  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Alcohol-All
- 740400**      **Medical and Surgical Supplies** – Includes surgical instruments, first aid supplies, dental supplies.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Medical Supplies
- 740700**      **Clothing and Footwear** – Articles of wearing apparel, shoes, and boots.  
For clothing that is purchased for promotional purposes use 735200.  
For fabric for clothing use 741400.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Apparel & Uniforms
- 740800**      **Window Coverings** – shades, drapes, blinds, shaded plastic film, etc.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Furnishings – Office

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 740810 Bedding, Linens** – sheets, blankets, pillows, etc.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Furnishings – Residence Hall
- 740890 Miscellaneous Facility/Office Furnishings:** \$0 to \$4,999.99 – Includes area rugs, chairs, tables, file cabinets, desks, bookcases, etc.  
**All fabric must meet the Boston Fire Codes (Cal 133).**  
For wall-to-wall carpeting, use 772220.  
For Facility/Office Furnishings \$5,000 or greater, use 763900.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Furniture – General, Furniture - Residence Hall, Furniture-Upholstered
- 741000 Laundry/Cleaning Supplies** – For example: brooms, brushes, mops, pails, soaps, polishes, detergents, etc.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Custodial/Janitorial/Housekeeping Supplies
- 741010 Cleaning Paper Products**  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Custodial/Janitorial/Housekeeping Supplies
- 741400 Library & Teaching Supplies:** Supply Items, other than books, used in a library or for teaching.  
Includes low dollar academic equipment less than \$1,000.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Library Materials
- 741500 Library Books:** Periodical, films, materials, Library use only.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Library Materials
- 741520 Library On-line Resources** – On-line subscriptions to research databases, Library use only.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Library Materials
- 741610 Film/Video Rental** – For the rental or purchase of films and videos.  
For the purchase or development of camera film, use 734310.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies
- 741660 Books/Periodicals – Non-Library**  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Office and Administrative Supplies

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 741810**      **Research Supplies:** Supply Items for Grants and other research activities. Includes low dollar academic equipment less than \$1,000. For Lab Supplies, use 739600.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Lab/Research Supplies
- 741970**      **Non-Capital Equipment: \$1,000 to \$4,999.99** Any movable **non-IT** equipment item that will be recorded and tracked in the AMS.  
For Computers, Laptops, Tablets, and CPU towers **\$0 to \$4,999.99**, use 741980.  
**BuyWays Commodity Approval:** Property Department  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Commodity:** Equipment Non Capital (Excludes Information Technology)
- 741980**      **Non-Capital Information Technology Equipment:**
- **\$0 to \$999.99**  
Computers, Laptops, Tablets, and CPU Towers.  
**Excluding:** stand alone peripheral items <\$1,000.00: (printers, scanners, monitors etc.)
  - **\$1,000 to \$4,999.99**  
Movable IT equipment such as computers, systems, peripherals, laptops, tablets, CPU towers and including stand alone peripheral items: (printers, scanners, monitors, etc.). These items will be recorded/tracked in the AMS.  
**BuyWays Commodity Approval:** Information Technology  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment – Information Technology (All)
- 742000**      **Human Subjects Compensation** – Payments to an individual for participation in testing. (Also includes meals, gift cards or other compensation.) Must follow the procedure in place for human subjects testing. Review, Institutional Review Board (IRB). (IRB approval Office of Sponsored Projects). Advance funds to pay individuals, grants only – strict guidelines.  
**BuyWays Commodity Approval:** ORSP  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Human Subjects - Stipends
- 743000**      **Athletic/Recreational Supplies** – Items for the operation of athletic/recreational facilities.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Athletic Supplies/Recreational
- 743010**      **Entertainment & Game** – Expenditures for amusements, diversions, and any costs directly associated w/such events (such as tickets to shows or sports events, and for morale building or recognition functions/celebrations, including retirement functions).  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Entertainment & Games- Excluding Services

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 744000**      **Navigational and Nautical Supplies**  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Nautical Supplies
- 744330**      **Tools & Supplies – Automobile Maintenance** – Tools and supplies necessary for vehicle maintenance. Maintenance and Repair Parts/Supplies, including equipment enhancements: If labor charges are a part of the purchase cost, charge maintenance/repair, parts/supplies to 768400 - Vehicle Maintenance.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Maintenance & Repair Supplies
- 744800**      **Law Enforcement & Security Supplies** – Includes ammo, badges, handcuffs, road signs (Stop, Speed Limit, etc.).  
Firearms must be charged to 764300 regardless of cost.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Law Enforcement Supplies



**SUBSIDIARY GG - ENERGY COSTS AND SPACE RENTAL OVER 30 DAYS**

**Introduction:** This object class includes expenditures for space rentals greater than 30 days, utilities and vehicle fuel.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**ACCOUNT DESCRIPTION  
CODES**

- 754100**      **Space Rental** – For the costs of rental of buildings, office space, land and garages. Use this for long-term (**over 30 days**) rental or lease.  
For short-term/daily space rental use 735902.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Lease/Rental - Space or Property
- 754200**      **Electricity** – Electric power supply and associated distribution costs.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 754400**      **Fuel for State Vehicles** – Does not include fuel reimbursements to employees.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities
- 754610**      **Fuel for Buildings** – Other Fuel Oil  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities
- 754690**      **Fuel for Buildings** – Other Fuel  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities
- 755050**      **Water** (For bottled water, use 735300.)  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities
- 755300**      **Natural Gas**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Utilities

**SUBSIDIARY HH – Consulting Services and SubAward/SubContract**

**Introduction:** This object class includes expenditures for temporary professional services for specific projects during defined time periods. Services are specialized and are not ordinarily provided by, or available from, University employees. Consultant Contractors (Independent Contractors) provide advice, develop programs, and provide other services.

**Procedure that follows excludes account codes 757270 and 757275.**

Consultant, services contracts, or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year, no bidding required. Anything greater than \$50,000 per fiscal year must be competitive bid.

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**Procedures**

1. A University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.
2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.
5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.
6. Contracts for consultant or other services should include the University's insurance requirements identifying the appropriate insurance coverages required under the contract.
7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Travel reimbursement and other related expenses:** *The vendor will receive a 1099 form for the service provided. Travel and other related expenses are not taxable. If travel or other expenses are allowed, then the requisition must have a separate line for travel and/or related expenses. Reimbursements for travel and other related expenses must be charged to Account Code 758980, for this subsidiary. If there is a contract, this must be stated in the contract under section 5.*

**NOTE:** *Individuals who perform services under this subsidiary at \$1 must have the Independent Contractor Status determination form attached to the requisition and it must be attached to the internal notes.*

**ACCOUNT DESCRIPTION  
CODES**

**757040 Advertising Agency/Media Consultants** – Persons who develop and produce communication strategies, promotional materials, advertising layouts and programs for publication in print, videotape, radio, television, or other media. For the costs of placing an advertisement, use 735100.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

**757060 Architects/Landscape Designers** – Persons who design the exterior or interior of a building or structure for decorative or functional development, preservation or improvements to grounds.

For grounds keeping or other grounds maintenance services, use 761430.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

**757080 Artists/Graphic Designers** – Persons who are commissioned to create or design visual representations or layouts in graphic, electronic or audio form based upon specifications provided by a department. Use 761040 for payments to artists who sell artwork for educational or exhibition purposes, such as prints, murals, films and paintings. All publications must be in compliance with Section 508, the Rehabilitation Act of 1973. Web design, use Account Code 757030 and must be approved by IT.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

**757090 Attorneys/Legal Services** – Individuals and firms who provide legal services. For construction project related legal services, use 772030. Attorneys or law firms retained to provide legal advice or representation for the University, a campus, or University employees in matters relating to their official duties. Any legal counsel retained by the University on a permanent, temporary, or consultant basis shall be first approved by, and subject to the continuing supervision of, the General Counsel of the University.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 757100**      **Financial Services** – Persons who provide financial services including auditors, accountants, actuaries, statisticians, economists, land appraisers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757120**      **Engineers** – Persons, who offer mechanical, electrical, or other engineering expertise, designs and services.  
For engineering services involving construction projects use 772080.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757130**      **Exam Developers** - Persons who develop examinations, testing mechanisms and materials.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757140**      **Health and Safety Services** – Persons providing health care and safety services including experts who investigate causes and effects of physical illnesses including structural, mechanical or environmental defects or hazards, which have caused or may cause health or safety risks; persons who provide medical, health care or rehabilitation related services, advice and recommendations concerning medical issues and policies.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757150**      **Honoraria – Purchase Orders are not required.**  
Honoraria for Visiting Speakers/Lecturers for services related to a speaking or lecturing engagement. This may be a flat rate which includes travel related expenses, or travel may be broken out separately on the Disbursement Voucher. Reimbursement Charged to 758980 is also done as a direct payment
- 757160**      **Researchers/Scientists** – Persons who provide research, development and analysis of data or other Information and materials based upon specifications provided by a department. Includes services by sociologists, social scientists, genealogists and archaeologists. Also, persons who conduct or perform scientific research and development through observation, study, experiments and other scientific projects; including knowledge of nature or physical phenomena. Includes chemists, biochemists, bio-technicians, biologists and bio-geologists. For policy planners, use 757220.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757190**      **Management Consultants** – Persons who provide management expertise and advice to departments based upon market analysis, strategic planning or other management tools.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 757200**      **Medical Consultants** – Persons who provide advice and recommendations to departments concerning medical issues and policies. For example: optometrists, pharmacists, dentists, doctors, nurses, dietitians, psychiatrists, psychologists. For medical-related services for animals, use 761520.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757210**      **Personnel Placement Consultants (Recruiters) (Focus Groups)** – Persons who recruit or find placements for individuals in employment situations.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757220**      **Planners** – Persons who research, develop, and provide a course of action, methodology, policy or other plan (Advisory Board members).  
For space planners, landscape designers use 757060.  
For artists and graphic designers, use 757080.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757230**      **Program Coordinators** – Persons, who design, evaluate, coordinate, or implement programs, conferences, exhibitions, mentors or who establish criteria for the purchase of an outside program.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, includes CFS
- 757270**      **SubAwards/SubContract Federal Over \$25K (No F&A (MTDC))**  
**BuyWays Commodity Approval:** ORSP  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** SubAward/SubContract
- 757275**      **SubAwards/SubContract Up to \$25,000 (54% F&A (MTDC))**  
**BuyWays Commodity Approval:** ORSP  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** SubAward/SubContract

*This Account Code is to be used only for SubAward/SubContract issued by ORSP and you must make sure that there is a fully executed agreement in place before using this account code. A SubAward/SubContract agreement must be to an institution, never an individual, with the project under the direction of a principal investigator. The recipient should be an integral part of the project, whose participation is necessary for its completion – a collaborator. They participate in the development of the scope of services and budget, and they have some control over how their piece of the project is done. The F & A costs will be charged to this grant.*

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**757280**      **Writers** – Persons, who research, develop and draft written materials including documents, reports, press releases, scripts, legislation, newspaper copy, or develop literature, based upon specification, provided by a department. For services that are included in an advertising or media campaign use 757040.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

**757300**      **Performers/Actors** – Professional actors and performers who provide entertainment, production cast, voice-overs, or other representations, re-enactments or presentations. MA state withholding tax implications - Check with campus Controller's Office before making payments with this code.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

*Massachusetts tax reporting and withholding regulations require the University to withhold 5.3% (the individual income tax rate) on payment to a performer or a performing entity when total payments made to a single social security number or federal identification number exceed \$5,000 for performances during one calendar year. The University of Massachusetts Boston will issue a Form 1099-MISC or Form 1042-S reflecting the tax withholding to the performer or performing entity. More information about the regulations can be obtained through the Massachusetts Department of Revenue ([www.mass.gov/dor](http://www.mass.gov/dor)).*

**758980**      **Reimbursements for Travel and Expenses for Consultant Services** – Reimbursements are not tax reportable because the recipient is required to account for expenditures.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Consulting Services, includes CFS

**SUBSIDIARY JJ - OPERATIONAL SERVICES**

**Introduction:** This object class includes expenditures for services related to the routine programmatic operation of departments and programs. “Operational Services” are part of the daily programmatic activities of the department.

Services contracts or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year, no bidding required. Anything greater than \$50,000 per fiscal year must be competitive bid.

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a “No Bid Justification” is necessary.

**Procedures**

1. A University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.
2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.
5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.
6. Contracts for consultant or other services should include the University’s insurance requirements identifying the appropriate insurance coverages required under the contract.
7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.



University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Travel reimbursement and other related expenses:** *The vendor will receive a 1099 form for the service provided. Travel and other related expenses are not taxable. If travel or other expenses are allowed, then the requisition must have a separate line for travel and/or related expenses. Reimbursements for travel and other related expenses must be charged to Account Code 762980, for this subsidiary. If there is a Contract, this must be stated in the contract under section 5.*

**NOTE:** *Individuals who perform services under this subsidiary at \$1 must have the Independent Contractor Status determination form attached to the requisition and it must be attached to the internal notes.*

**ACCOUNT DESCRIPTION  
CODES**

**757050 Arbitrators/Mediators/Dispute Resolution Services** – Persons and agencies legislatively authorized to provide impartial moderators (“neutrals”) to resolve disputes or provide other alternative forms of dispute resolution services in lieu of litigation.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Operational Services, includes CFS

**761010 Accreditation Review Costs** – No Contract required. Costs associated with accreditation review of facilities and programs by professional accreditation standards boards. Use of this code is required for the years that the actual accreditation visits/services are performed.

Annual fees thereafter that are required to maintain the accreditation are charged to 735600.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Operational Services, includes CFS

**761040 Art Models/Artwork** – Persons who serve as the subject for an artist or photographers. Includes payments to artists for artwork used for educational and exhibition purposes such as prints, photographs, murals, sculptures and paintings. Also includes art purchases from independent art dealers/artists which may include: films, videos, slide sets, contemporary books and other works from selected artists.

For art supplies for educational and teaching purposes use 741400

For classroom use, 742000, Human Subjects Comp, including artists' models.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Operational Services, includes CFS

**761050 Athletic Services** – Officials, coaches, lifeguards, referees, trainers, etc.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Operational Services, includes CFS

**761100 Banking/Collection Services**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Operational Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 761140**     **Legal Support Services** – Persons who provide legal, and related services including impartial mediators and arbitrators to resolve disputes, negotiation skills training, court reporters/stenographic and transcription services, certified paralegals, law clerks or legal interns. For attorney/legal services, use 757090 For construction legal services use 772030.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761160**     **Examiners/Monitors/Graders** - Persons, who administer, monitor or assess examinations.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761200**     **Guides** - Persons who direct tours or provide professional guide services.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761230**     **Investigators/Inspectors/Reviewers** - Persons who conduct an official inquiry, inspection or review. Includes hearing officers.  
For medical reviews or consultation, use 757200.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761250**     **Laboratory and Pharmaceutical Services** - Experimental study in a science or for testing and analysis, such as soil analysis; services relating to the sale and manufacture of pharmaceuticals.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761270**     **Laundry Services** - Costs of outside laundry services.  
For laundry supplies, use 741000.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761280**     **Law Enforcement** - Costs associated with hiring local or state law enforcement officers.  
For security services, use 761400.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761290**     **Messenger Services/Mail Services** – Persons who deliver communications, packages, or currency, including courier services. Also Includes the cost of telephone answering services and those associated with mailing services; e.g. sorting, stuffing, printing of labels and envelopes, transporting to the Post Office. For express mail, use 734550.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 761330**     **Photographic and Micrographic Services** – Persons who provide photography, photo developing, videographer, computer generated graphics, enlargements, copies, videotape dubbing micrographic design, systems and related services (lighting of events, production services).  
For persons, who create photographic layouts, organize or develop video productions or other advertising and media programs, use 757040.  
For film developing that is not a part of a photographic service, use 734310.  
For the purchase of photographic film, use 734200.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761400**     **Security Guard Services** - Persons who protect clients, workers and property. Also includes overseeing the destruction of confidential records.  
For law enforcement officials, use 761280.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761410**     **Sheriffs, Constables, and Process Servers** - Persons who serve and deliver legal documents.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761440**     **Surveyors** - Persons who survey.  
For surveying services relating to lateral projects, use 772130.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761460**     **Temporary Help Services** - Persons who perform general office work. For example: secretary, typist, receptionist, word processor, data entry services, etc. For computer programmers and computer consulting services, use 757030.  
**No department is authorized to use this code without permission from Human Resources.**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761500**     **Instructors, Lecturers and Trainers** – Non-employees who provide instructional mentor programs for staff or the public.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS  
**Procurement Note:** *Use this code for wire transfers for speakers.*
- 761510**     **Translators/Interpreters/CART** – Persons who translate oral or written words. Includes interpreters for the hearing impaired.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 761520**     **Veterinary Services** - Persons who provide medical attention to animals.  
Includes breeding, lab testing and carrier services.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761560**     **Food Services** - Vendors that are hired to provide food service to a campus dining hall or cafeteria  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761570**     **Work Study** - Payments to educational institutions that provide college students with part-time employment.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761580**     **Archivists/Librarians/Record Managers** - Persons who manage archives, and who provide services to libraries.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761590**     **Movers** - Firms who move equipment, furniture, etc.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Moving Services
- 762980**     **Reimbursement for Travel and other expenses for Operational Services** – Reimbursements are not tax reportable because the recipient is required to account for expenditures.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS

**OBJECT CLASS KK - EQUIPMENT PURCHASES**

**Introduction:** This object class includes expenditures for the procurement (outright purchase) and installation of equipment to support the programmatic functions administered by the University.

Cash buyouts<sup>1</sup> of leased equipment are included in this class. See Class LL for Equipment Lease-Purchase, Equipment Lease and Rental, and Equipment Maintenance and Repair.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**Inventory (Fixed Assets):** *Dollars referenced herein are based on the **Unit Net Cost**, after any discount that may be offered has been taken. Any equipment item with a Unit Net Cost of 5,000 or greater will be tagged for inventory purposes.*

**INVENTORY** – All Capital Equipment \$5,000 or greater received through the Central Dock is tagged for Inventory purposes. Departments are responsible for notifying the Receiving Department in writing of any equipment picked up by the department or shipped directly to the department by the vendor.

---

<sup>1</sup> A substantial payment that might occur during a lease-purchase, or after a lease has ended, that would allow title to the leased equipment to pass to the University, with no additional lease payments.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

Faculty and Staff shall not remove any equipment from the campus without an approved Property Pass (temporary) or Surplus Form DPGS 25 (permanent). Contact the Property Department at 75080 or 75067 for forms and guidance.

Chapter 75, Section 12, of the Massachusetts General Laws (MGL) delegate to the Board of Trustees the responsibility of managing and administrating, on behalf of the Commonwealth, all property, real and personal, occupied or used by the University of Massachusetts (University). Current University policy is governed by Trustee Doc T96-073. The status of the University's property holdings is a required item in the Annual Financial Report to the Board of Trustees.

<http://media.umassp.edu/massedu/bot/Inventory%20Control%20Policy.pdf>

Department Heads are responsible for designating a Property Custodian to each department. The Property Custodian is the liaison between the department employees and the Property Department for all inventory matters. In the event a departmental Property Custodian is not assigned, the Dean or Director will be accountable for maintenance of inventory controls over equipment in their areas.

Equipment Disposal and Equipment Transfers

All equipment should be disposed of in accordance with federal, state and University guidelines.

- Departments may not dispose of, transfer, recycle, trade-in, or surplus equipment, including computers, laptops, and CPU towers, regardless of cost, on their own accord.
  - To dispose/surplus above noted equipment Property Custodians are to complete and submit [an IT Data Storage Surplus Form and/or Moveable Equipment Surplus Form](#) to the Property Department.
  - To transfer above noted equipment to another department, Property Custodians are to complete and submit an [Internal Transfer Sheet](#).

**Replacement Parts:** Subsequent replacements and enhancements made to a unit are capitalized if they meet the capital equipment specifications. Replacement parts that are acquired as part of normal repair and maintenance are not capitalized.

**Purchases of Used Equipment:** Used equipment of suitable quality may be purchased if the University's best interests are served. The requisition for used equipment states that items have been inspected and are in suitable condition. The acquiring department is responsible for assuring that the purchase price is reasonable.

All equipment that requires utility use must be approved by Facilities Utility Department and an email from facilities department must be attached to the requisition in the internal notes section.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**ACCOUNT  
CODES**

**DESCRIPTION**

- 763210**      **Research/Educational Equipment:** \$5,000 or greater. Items necessary for research or for instructional use in a teaching setting. For research/education equipment \$1,000 to \$4,999.99, use 741970.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 763400**      **Facility Equipment:** \$5,000 or greater. Items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances, and modular units (trailers). Includes plant, shop, operational equipment and equipment associated with implementing energy savings conservation measures. Room air conditioners included here if greater than \$4,999.99. For facility equipment \$1,000 to \$4,999.99, use 741970.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 763500**      **Motor Vehicle Equipment:** \$5,000 or greater. Motor vehicles, including passenger vehicles, airplanes, helicopters, passenger trucks and lawn mowers/tractors greater than 90 h.p. Includes motorized vehicle equipment accessories. For motor vehicle equipment \$1,000 to \$4,999.99, use 741970. For heavy equipment \$5,000 or greater, use 764500.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 763700**      **Office Equipment:** \$5,000 or greater. For example: postage, fax machines, etc.  
Non-Capital Equipment, any movable non-IT Equipment item with a cost of \$1,000 to \$4,999.99 that will be recorded and tracked in the AMS, use 741970.  
For computer equipment \$5,000 or greater, use 763100.  
For computers, laptops, CPU towers \$0 to \$4,999.99, use 741980.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 763800**      **Printing/Photocopying Equipment** - \$5,000 or greater. Printing, photocopying, duplicating, and micrographics equipment, and equipment for the micro production of source documents or electronic data and microfilm/microfiche readers and printers.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 763900**      **Office Furnishing:** \$5,000 or greater. Includes desk, chair, modular partitions, computer workstations (furniture), etc. No items that have a serial number can be charged to this Account Code. Must meet the Boston Fire Codes (Cal 133)  
For office furnishings \$0 to \$4,999.99, use 740890.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)  
**Medical Equipment:** \$5,000 or greater. For example: x-ray machines, blood gas analyzers, etc.
- 764200**      **Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 764300**      **Law Enforcement and Security Equipment:** \$5,000 or greater. For example: Radar system, breathe analyzers, etc. All Firearms regardless of cost.  
For law enforcement/security equipment \$1,000 to \$4,999.99, use 741970.  
For police vehicles, use 763500.  
For ammunition, use 744800.  
**Special Approval:** Property  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment- Law Enforcement
- 764500**      **Heavy Equipment** - \$5,000 or Greater - For example: front-end loaders, backhoes, bulldozers, tractors, cranes, dump trucks, etc. For Motorized Vehicle Equipment, use 736500  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)



University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**764600**

**Television Broadcasting Equipment:** \$5,000 or greater. High technology equipment used for audiovisual productions for video and other television broadcasting.

For television broadcasting equipment \$1,000 to \$4,999.99 use 741970.

**Tolerance:** 1% over on vendor invoice not to exceed \$100

**Receiving is required**

**Commodity:** Equipment Capital (Excludes Information Technology)

**764600**

**OBJECT CLASS LL: - LEASE-PURCHASE OF EQUIPMENT  
- LEASE OF EQUIPMENT  
- RENTAL OF EQUIPMENT AND OFFICE FURNISHING (LESS THAN 9 MONTHS)  
- MAINTENANCE AND REPAIR OF EQUIPMENT (OPERATIONAL SERVICES)**

**Introduction:** This class includes only those codes that are appropriate for requisition use that cover expenditures for the lease-purchase, and the lease and rental of equipment, and for the service that is provided to maintain and repair equipment.

Lease-purchase, and the lease and rental of equipment **follow the Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involve the transfer of ownership from the seller to the customer.

**Lease-Purchase of Equipment** – Purchase of Commodity with Third Party Financing with the goal of Ultimate Ownership.

**Lease of Equipment** - Long Term Lease without Ownership, longer than 9 months.

**Rental of Equipment** – Short term use without ownership, less than 9 months.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**Maintenance and Repair of Equipment (Services)** for the service that is provided to maintain and repair equipment follow the Services.

**Maintenance and Repair of Equipment** – Includes replacement parts only as part of the Services.

Services contracts or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year, no bidding required. Anything greater than \$50,000 per fiscal year must be competitive bid.

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**Procedures**

1. A University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.
2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.
5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.
6. Contracts for consultant or other services should include the University's insurance requirements identifying the appropriate insurance coverages required under the contract.
7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.

**ACCOUNT DESCRIPTION LEASE-PURCHASE OF EQUIPMENT  
CODES**

- 766210**      **Research/Educational Equipment- Lease-Purchase**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766300**      **Facility Equipment – Lease-Purchase - Items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances, and modular units.**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 766400**      **Motorized Vehicle Equipment** – Lease-Purchase  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766500**      **Office Equipment** – Lease-Purchase  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766550**      **Printing, Photocopying, and Micrographics Equipment** – Lease-Purchase -Printing, photocopying, duplicating and micrographics equipment, includes equipment for the micro production of source documents or electronic data and microfilm/microfiche readers and printers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766600**      **Office Furnishings** – Lease-Purchase - For example: desks, chairs, floor mats and modular partitions.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766700**      **Medical Equipment** – Lease-Purchase - For example: x-ray machines and blood gas analyzers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766750**      **Law Enforcement and Security Equipment** – Lease-Purchase - For example: firearms, radar, two-way communications devices, and breath analyzers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766800**      **Heavy Equipment** – Lease-Purchase  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 766870**      **TV Broadcasting Equipment** – Lease-Purchase: High technology equipment used for audio/visual productions for video and for other television broadcasting.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)

**Lease of Equipment (Operational Leases) - Long Term Equipment Use Without Ownership  
(Longer than 9 months) - Term Lease (767230)**

- Lease gives the Department only the “use” of the equipment for a specified period;
- Lease payments are usually less than a rental for the same period of time;
- Departments are usually required to maintain and service the equipment, either as part of the Lease payment or under a separate maintenance Contract;
- Departments will not build equity in the equipment and will not own or buy out the equipment as an option of the Lease;
- Leases may offer automatic upgrades or replacement with new models during or at the end of the term of the Lease;
- Title and ownership and risk of loss remain with the Contractor and will NOT be transferred to the Department as part of the Lease.

**767230 Educational Equipment Operational - Lease**  
**All Operational Leases are to be charged to this account code.**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**ACCOUNT CODES DESCRIPTION RENTAL OF EQUIPMENT AND OFFICE FURNISHING  
SHORT TERM USE, WITHOUT OWNERSHIP, LESS THAN  
9 MONTHS**

**767210 Rental of Research/Educational Equipment**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Rental Event – Equipment, Lease/Rental Equipment

**767300 Rental of Facility Equipment:** Items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances, tents, and modular units.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Lease/Rental Equipment (Excludes Information Technology), Rental Event – Equipment

**767400 Rental of Vehicles/Buses: 15 passenger vans are not allowed to be rented.**  
When renting cars/vans for University business, employees should:

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

Liability Insurance

a. Within Massachusetts

Decline the Liability Insurance offered by the rental company, if you are renting the vehicle in Massachusetts and you will only be driving the vehicle in the State of Massachusetts. In Massachusetts, rental companies are required by state law to carry the minimum liability coverage on their rental vehicles (the rental company's liability insurance serves as the primary liability insurance), so purchasing the additional Liability Insurance from the rental company is not necessary due to the University's existing excess policy.

b. Outside of Massachusetts

Purchase the Liability Insurance offered by the rental company, if renting a vehicle outside of the State of Massachusetts or for use outside of Massachusetts.

For additional and updated information go to

<http://www.massachusetts.edu/treasurer/rented%20vehicles.html>

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767500 Rental of Office Equipment:** For example: calculators, typewriters, FAX and postage machines.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767550 Printing, Photocopying and Micrographics Equipment** – Rental of Printing, photocopying, duplicating and micrographics equipment, including equipment for the micro production of source documents or electronic data and microfilm/microfiche readers and printers.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767600 Rental of Office Furnishings:** For example: desks, chairs, floor mats and modular partitions.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767750 Law Enforcement and Security Equipment** – Rental of For example: firearms, radar, two-way communications devices, and breath analyzers.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767800 Rental of Heavy Equipment:**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**767870 Rental of Television Broadcasting Equipment:** High technology equipment used for audiovisual productions for video and other television broadcasting.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Lease/Rental Equipment (Excludes Information Technology)

**Maintenance and Repair of Equipment : Includes Replacement Parts Only As Part of the Services**

Maintenance is day-to-day, recurring repair and upkeep, which maintains an asset in good working condition throughout its estimated useful life.

Replacement parts may be charged to these codes only if they are provided as a part of the vendor's service. If the vendor does not perform maintenance or repair service on the equipment, charge replacement parts to the appropriate account code, as may be appropriate.

**ACCOUNT DESCRIPTION MAINTENANCE AND REPAIR OF EQUIPMENT ( SERVICES)  
CODES**

- 768210 Research/Educational Equipment - Maintenance and Repair (Piano tuning, etc)**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768300 Facility Equipment – Maintenance and Repair:** Maintenance of items necessary for the operation of programs of a state facility. For example: machinery, instruments, appliances and modular units. For building maintenance use. For cleaning/janitorial services use 761090.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768400 Motorized Vehicle Equipment – Maintenance and Repair:**  
Auto, incl. towing service.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768500 Office Equipment – Maintenance and Repair:** Maintenance of calculators, typewriters, postage, FAX machines, etc.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768550 Printing, Photocopying, and Micrographics Equipment - Maintenance and Repair**  
Maintenance of printing, photocopying, duplicating and micrographics equipment, includes maintenance of equipment for the micro production of source documents or electronic data and microfilm/microfiche readers and printers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768600 Office Furnishings - Maintenance and Repair**  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 768700 Medical Equipment - Maintenance and Repair:** Maintenance of x-ray machines, blood

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

gas analyzers, etc.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair

**768750**      **Law Enforcement and Security Equipment - Maintenance and Repair:** Maintenance of firearms, radar, two-way communications devices, breathe analyzers etc.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair

**768800**      **Heavy Equipment - Maintenance and Repair:**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair

**768870**      **Television Broadcasting/Audio Visual Equipment - Maintenance and Repair:** High technology equipment used for audiovisual productions for video and other television broadcasting.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair

**OBJECT CLASS MM SERVICES PROGRAMS Studying Abroad/Stipends to  
Non-students (non State Funds Only)**



University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

**Introduction:** Tuition, educational fees and living expenses for students studying abroad or traveling on behalf of the University. Payments are paid directly to an organization or a company.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

**ACCOUNT DESCRIPTION  
CODES**

**769400 Tuition and Educational Fees:** Tuition, dormitory, board and incidental fees for student and non-student activities. This subsidiary includes expenditures made on behalf of students for University-funded, off-campus activities (e.g. travel, tuition and educational fees, housing). This account code must be made out to an organization or a company.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Tuition

**OBJECT CLASS NN HORIZONTAL AND VERTICAL CONSTRUCTION,  
IMPROVEMENTS, MAINTENANCE AND REPAIR COSTS AND LAND  
ACQUISITION**

**Introduction:** This Class includes only those codes that are appropriate for requisition use that cover expenditures for the construction and improvement of vertical structures such as buildings. This class also includes the construction, improvement and maintenance of lateral structures such as highways, roads, railroads, bridges and tunnels. An improvement is an addition, alteration, betterment or structural change to an asset, which results in its greater durability or extended useful life or to comply with current code regulations. Maintenance is day-to-day, routine recurring repair and upkeep. Maintenance activities keep an asset in good working condition throughout its estimated useful life.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

Consultant, services contracts, or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year, no bidding required. Anything greater than \$50,000 per fiscal year must be competitive bid.

**Procedures**

1. A University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.
5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.
6. Contracts for consultant or other services should include the University's insurance requirements identifying the appropriate insurance coverages required under the contract.
7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.

***Travel reimbursement and other related expenses:*** *The vendor will receive a 1099 form for the service provided. Travel and other related expenses are not taxable. If travel or other expenses are allowed, then the requisition must have a separate line for travel and/or related expenses. Reimbursements for travel and other related expenses must be charged to Account Code 773980, for this subsidiary. If there is a Contract, this must be stated in the contract under section 5.*

***NOTE:*** *Individuals who perform services under this subsidiary at \$1 must have the Independent Contractor Status determination form attached to the requisition and it must be attached to the internal notes.*

**Design Services for Construction Projects:** Services for Building Projects (as defined in ch.7C) must be bid in compliance with G.L. ch.7C.

**ACCOUNT    DESCRIPTION  
CODES**

**741200        Grounds Supplies** - Fertilizers, trees, vines, seeds, bulbs, plants, pesticides, road salt, sand, & grounds keeping supplies.

**Tolerance:** 10% over on vendor invoice not to exceed \$250

**Commodity:** Maintenance & Repair Supplies

**744300        Tools & Supplies (maintenance supplies) – Other:** Small tools and supplies that are not covered in 744202-744380.

**Tolerance:** 10% over on vendor invoice not to exceed \$250

**Commodity:** Maintenance & Repair Supplies

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 744350**      **Tools & Supplies** – Plumbing.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Maintenance & Repair Supplies
- 744360**      **Tools & Supplies** – Painting.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Maintenance & Repair Supplies
- 744370**      **Tools & Supplies** – Carpentry.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Maintenance & Repair Supplies
- 744380**      **Tools & Supplies** – Electrical.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Maintenance & Repair Supplies
- 744700**      **Floor Coverings:** Use 772220.  
**Tolerance:** 10% over on vendor invoice not to exceed \$250  
**Commodity:** Furnishings – Office
- 754900**      **Tools & Supplies – HVAC:** Heating, air conditioning, and water treatment, chemicals and supplies. For example: filters, and boiler, treatment chemicals (caustic soda, calcium chloride, Freon, chlorine, etc.)  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Maintenance & Repair Supplies
- 761090**      **Cleaners/Janitors** – Services to clean or maintain offices or properties  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761180**      **Exterminators** – Persons who provide services to eliminate or protect against health, safety and property damage risks cause by insects, rodents, birds, reptiles or other animals. A Contract for Services Form is required if total amount exceeds \$5,000. If covered under State Contract, no Contract for Services is required; however, a detailed quote must be submitted.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761210**      **Hazardous Waste Removal Services** – Costs associated with the assessment, disposal and/or removal of hazardous waste not related to a construction project. This Includes costs associated with the planning and designing of hazardous waste services. For non-hazardous waste removal, use 761390.  
For Hazardous Waste Removal - Bldg. renovation, use 772148.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 761390**      **Non-Hazardous Waste Removal Services:** Persons who remove and dispose of waste.  
For hazardous waste, use 761210.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761430**      **Snow Removal and Grounds keeping Services:** Persons who remove snow or maintain  
grounds and perform other related duties.  
For landscape designers use 757060.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 764700**      **Lawn & Grounds Equipment** - \$5,000 or greater. For example: snow throwers,  
chainsaws, leaf blowers, tractors/lawn mowers up to 90 h.p.  
**Tolerance:** 1% over on vendor invoice not to exceed \$100  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 767880**      **Lawn & Grounds Equipment Rental** - For example: snow throwers, chainsaws, leaf  
blowers, tractors/lawn mowers up to 90 hp, lights, etc.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Lease/Rental Equipment
- 766880**      **Lawn & Grounds Equipment Lease/Purchase-** \$5,000 or greater -For example: compact  
tractors, snow throwers, chain saws, leaf blowers, lawn mowers up to 90 h.p., shredders,  
chippers, trimmers, tillers.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Receiving is required**  
**Commodity:** Equipment Capital (Excludes Information Technology)
- 768880**      **Lawn & Grounds Equipment Maintenance and Repair** - For example: snow throwers,  
chainsaws, leaf blowers, tractor/lawn mowers up to 90 hp, etc.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Equipment Maintenance and Repair
- 772010**      **Architects/Designers** – Persons who design or create plans for construction projects.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772020**      **Artists** - Persons who create works of art for construction projects.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 772030 Attorneys/Legal Services** - Persons who represent the state in legal matters on construction projects.  
For non-construction related legal services, use 757090.  
Comments. Prior approval of campus legal counsel required.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772040 Appraisers** - Persons who set the value of a piece of land or other real property interests.  
For land appraisals not associated with a construction projects, use 757100  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772050 Construction Management** - Persons who oversee the development and progress of specific construction projects.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772060 Cost Estimators** - Persons who estimate the actual cost of a project.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772080 Engineers/Project Managers** - Persons who make decisions regarding plans, specifications and materials on construction projects.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772120 Testing Firms** - Firms that test concrete, soil or other items associated with a construction project.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772130 Planning and Engineering** - Highway Horizontal/Lateral Construction - Survey work, open space planning, transportation and transportation-related planning, environmental studies, preliminary engineering on bridges and highways prior to the construction phase, and engineering services for bridges and highways during construction periods. Includes expert witnesses who prepare documents for court appearances.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772150 Building Construction** - New Construction Only - Costs associated with general contractors and vertical construction.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 772160 Building and Land Improvement** - Improvements and maintenance of land. Improvements to buildings including management maintenance systems and heating, air conditioning, ventilation and cooling systems. Work required to restore or modernize a building that results in greater durability or extended useful life or to comply with code requirements. For maintenance and repair for items necessary for the operation of programs of a state facility, for example: machinery, instruments, appliances and modular units, use 768300.  
For security equipment maintenance and repair, use 768300.  
For maintenance of building infrastructure and systems, such as elevators and HVAC systems and controls, use 772220.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772180 Initial Furnishings and Equipment Purchases** - Purchase of furnishings and equipment related to construction, renovations, or improvements.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772220 Facility Infrastructure Maintenance** – For non-major improvements and maintenance of land, work that is done to return building systems or equipment to service to reach the originally anticipated life, to achieve the originally intended function or to comply with code requirements. Includes repairs required after a failure or to make building systems or equipment operation more efficient. This repair or maintenance work is low in cost to correct and *does not* include activities to expand the capacity of the building or otherwise upgrade the asset to serve needs greater than or different from those originally intended. Includes preventive maintenance activities to maximize the reliability, performance and lifecycle of buildings, systems and equipment. Generally, repairs to fixed equipment or replacement of a component thereof. Replacement of a component of an HVAC system (e.g. air handling unit, boiler, water heater, etc.); cleaning, adjustment, lubrication and/or selective parts replacements of building systems and equipment components. Roof patching, painting service calls to repair fixed equipment (e.g. an elevator). Includes replacement floor coverings; improvements to buildings including management maintenance systems. Includes the purchase of equipment necessary to the functioning of a facility. Also includes services performed, for example: plumbers, electricians, carpenters, locksmiths, and the Installation of Signs.  
For major facility infrastructure maintenance and improvements, use 772150 or 772160.  
For lawn and grounds equipment maintenance and repair costs, use 768880  
For outright purchase of lawn and grounds equipment  $\geq$ \$5,000 use 764700.  
For Lease-Purchase facility infrastructure equipment, see 766880.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 772230**     **Infrastructure Maintenance Materials** - Materials and/or supplies needed to perform infrastructure maintenance. Purchase of signs w/o installation.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 772270**     **Transportation Operating Agreements** - Transportation of passengers and freight by railroad, bus, boat and plane. Use for campus shuttles.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS
- 773980**     **Reimbursement for Travel and other expenses for Infrastructure Projects** –Reimbursements are not tax reportable because the recipient is required to account for expenditures.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Construction/Renovation, includes CFS



**OBJECT CLASS UU INFORMATION TECHNOLOGY EXPENSES**

**Introduction:** This class includes only those codes that are appropriate for requisition use that covers expenditures for the cost of information technologies required for operating the University.

**Goods, Materials, and Commodities:** Goods, materials, and commodities are defined as a physical tangible product capable of being delivered to a purchaser and involves the transfer of ownership from the seller to the customer.

Subject to the Procurement Policy, the procurement of materials, goods, and commodities, without advertising or some competitive procurement process should be limited to:

- Purchases of materials, goods, commodities, leases (including equipment or real property) or licenses (including software or real property) less than ten thousand dollars (\$10,000) in value.
- The best over-all value based on a minimum of two with a preferred three quotes for purchases of materials, goods, commodities, leases (including equipment or real property) and licenses (including software) between ten thousand dollars (\$10,000) and fifty thousand dollars (\$50,000) in value.

Bidding is required for purchases of materials, goods, or commodities which exceed fifty thousand dollars (\$50,000).

Those instances where competitive bidding would be impracticable; and in all such instances, any department requesting the procurement must provide a written memorandum of "No Bid Justification," which must include the benefits and circumstances for procurement without competitive bidding. In those instances where competitive bidding is impossible and would have no practical value because of the nature of the Procurement, the campus chief procurement officer or chief purchasing officer, at his/her discretion, may determine whether a "No Bid Justification" is necessary.

Consultant, services contracts, or sub-contracts with fees of fifty thousand dollars (\$50,000) or less per fiscal year, no bidding required. Anything greater than \$50,000 per fiscal year must be competitive bid.

**Procedures**

1. A University standard contract form agreement shall be used whenever possible for procuring consultant or other services under the Procurement Policy.
2. A purchase order may be used for procuring services, including consultant and sub-contract services with projected fees of ten thousand dollars (\$10,000) or less per fiscal year.
3. A purchase order may be used for Procurements publicly administered by the Commonwealth of Massachusetts, Operational Services Division.
4. A University standard amendment form or an amendment in substantially the same form as the University standard amendment form shall be used whenever possible when amending a contract or sub-contract.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

5. Change orders should be made in accordance with the terms of a contract or sub-contract. A change order is a written order issued by a duly authorized individual who approves a change in the work, contract time and/or amount in accordance with the terms of the written contract.

6. Contracts for consultant or other services should include the University's insurance requirements identifying the appropriate insurance coverages required under the contract.

7. When a procurement of services, regardless of dollar value, for maintaining, disclosing, transmitting, accessing, using, or storing personal information or personally identifiable information (PI) as defined under state or federal law, or protected health information (PHI) as defined under the Health Insurance Portability and Accountability Act of 1996 as amended, the campus may need to either enter into an additional agreement or provide sufficient language in the existing agreement that outlines the obligations of a party in safeguarding PI or PHI from unauthorized disclosure or use. Questions about potential liabilities or other legal concerns should be directed to the Office of General Counsel.

*Travel reimbursement and other related expenses: The vendor will receive a 1099 form for the service provided. Travel and other related expenses are not taxable. If travel or other expenses are allowed, then the requisition must have a separate line for travel and/or related expenses. Reimbursements for travel and other related expenses must be charged to Account Code 757980, for this subsidiary. If there is a, this must be stated in the contract under section 5.*

*NOTE: Individuals who perform services under this subsidiary at \$1 must have the Independent Contractor Status determination form attached to the requisition and it must be attached to the internal notes.*

**ACCOUNT DESCRIPTION  
CODES**

- |               |   |
|---------------|---|
| <b>734791</b> | <b>Telecommunication Services – VOICE</b> – Payments to a telecommunications company for voice communications, includes local, cellular, Centrex, paging, Internet and long distance services.<br><b>Tolerance:</b> 0% over on vendor invoice not to exceed \$0<br><b>Commodity:</b> Telecommunication - Voice and Data |
| <b>734792</b> | <b>Telecommunication Services – DATA Lines</b> - Payments to a telecommunications company for data lines or leased lines. For telecommunications services voice, use 734791.<br><b>Tolerance:</b> 0% over on vendor invoice not to exceed \$0<br><b>Commodity:</b> Telecommunication - Voice and Data                   |
| <b>734794</b> | <b>Telecommunication Services – Mobile Devices</b> - Payments to a telecommunications company for Mobile Devices.<br><b>Tolerance:</b> 0% over on vendor invoice not to exceed \$0<br><b>Commodity:</b> Telecommunication - Voice and Data  |

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

- 734800 Software, Software Upgrades, and Software Licenses under \$100,000:**  
Personal computer to mainframe - and requisite licenses, annual fees, and upgrades.  
For Software Maintenance, use 768100.  
The Assistant Vice Chancellor of Contracts signs for all licenses, agreements.  
**Special Approval:** Information Technology  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** IT Software/Licenses/Upgrades
- 757030 IT Consultants/Web Design:** Information Technology consultants who develop computer systems, programs or instruct, advise, or train persons in the application of computer programs. Includes system analysts, programmers and/or consultants with special expertise in networking, planning, or design.  
For data processing entry, use 761150.  
**Special Approval:** Information Technology  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, Information Technology, includes CFS
- 757037 Telecommunications Consultants:** e.g., experts who assist departments at hearings before a Telecommunications regulatory agency, or consultants with special expertise in telecommunications networking, planning, and PBX design.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, Information Technology, includes CFS
- 757980 Reimbursement for Travel and Expenses for Consultant Services –**  
Reimbursements are not tax reportable because the recipient is required to account for expenditures.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Consulting Services, Information Technology, includes CFS
- 761080 Information Technology Cabling Services:** Cost of installing and maintenance of computer cabling.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 761450 Telecommunications Cabling Services:** Cost of installing and maintenance of telecommunications cabling.  
**Tolerance:** 0% over on vendor invoice not to exceed \$0  
**Commodity:** Operational Services, includes CFS
- 763100 Information Technology Equipment - \$5,000 or greater:** Computer and other information technology hardware, systems, peripherals, paging devices and telecommunication equipment.  
For computer software \$0 to \$99,999.99, use 734800.  
For computer supplies, use 734200.  
For computer/software maintenance, use 768100.

University of Massachusetts Boston - Procurement  
ACCOUNT & COMMODITY CODES

For Non-Capital Information Technology Equipment: Computers, laptops, CPU towers \$0 to \$4,999.99, use 741980.

**BuyWays Commodity Approval:** Information Technology

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Receiving is required**

**Commodity:** Equipment – Information Technology (All)

**763180**

**Computer Software:** \$100,000 or greater.

For computer software \$0 to \$99,999.99, use 734800.

**BuyWays Commodity Approval:** Information Technology

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** IT Software/Licenses/Upgrades

**766100**

**Information Technology Equipment - Lease-Purchase -** Computer hardware, software, systems, peripheral equipment, telecommunications equipment

**BuyWays Commodity Approval:** Information Technology

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Receiving is required**

**Commodity:** Equipment – Information Technology (All)

**766150**

**Telecommunications Equipment - Lease Purchase**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Receiving is required**

**Commodity:** Equipment – Information Technology (All)

**767100**

**Information Technology Equipment - Rental or Lease -** Computer hardware, software, systems, peripheral equipment, telecommunications equipment.

**BuyWays Commodity Approval:** Information Technology

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Receiving is required**

**Commodity:** Equipment – Information Technology (All)

**767150**

**Telecommunications Equipment - Rental or Lease**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Telecommunication - Voice and Data

**768100**

**Information Technology Equipment – Maintenance and Repair:** Maintenance of computer hardware, software, systems, peripheral equipment, and word processors. For software licenses, use 734800.

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair

**768150**

**Telecommunications Equipment – Maintenance and Repair.**

**Tolerance:** 0% over on vendor invoice not to exceed \$0

**Commodity:** Equipment Maintenance and Repair