

**COMMONLY USED COMMODITY CODES**

<b>COMMONLY USED COMMODITY CODES</b>				
<i>For Vendor Orders</i>		General	Detail	
		Commodity	Commodity	
Item Being Purchased		3 Digit Code	5 Digit Code	Comments
Gifts		037	03743	
Advertising		037	03752	
Nameplates		080	08056	
Specialty Type Awards		080	08078	Trophy/Plaques/Awards
ID's and Lanyards		080	08069	
Shirts		200	20070	ECISD shirts & student shirts
Clothing Accessories		201	20167	Tassels/Robes/Cap & Gowns
External Drive		204	20432	Flash/Hard Drive
Keyboard & Mouse		204	20448	
Computer Desktop/Tower		204	20453	PC for Office/Classroom
Computer Laptop/Notebook		204	20454	
Computer Monitors		204	20460	
Laser Printer		204	20477	Network Printer
Desktop Printer		204	20482	PC Printer for desk
Scanners		206	20684	Desktop Scanners
Battery Charger		207	20714	
Computer Cart		207	20723	Charging Cart
Outterbox		207	20734	
Printer Cartridges/Toner		207	20772	
Licensing for Software		208	20811	
Back-Up Battery		285	28504	
Lamps/Bulbs		285	28545	Projector Lamps
Flags		350	35070	
Water		390	39091	Bottled Water(ex. Sam's)
Coffee		393	39341	
Snack Supplies		393	39356	Snack Supplies (Ex. From Sam's)
School Room Furniture		420	42088	Use for student chairs, desks
Office Furniture-Chairs		425	42507	Wood Chairs
Office Furniture-Desks		425	42514	Wood Desks
Batteries		450	45006	
Dyecuts		555	55530	
Band Instruments/Accessories		580	58010	Fine Arts
Orchestra Instruments/Accs		580	58053	Fine Arts
Choir Supplies/Accessories		580	58070	Fine Arts
Musical Supplies		580	58045	
General Office Supplies		615	61560	Misc. Office Supplies
Staples		615	61581	
Tape		615	61588	Includes Tape Dispensers
Pencils		620	62060	Includes Pencil Leads
Pens		620	62080	All Pen Types
Laminating Film/Supplies		665	66542	
Textbooks-Special Education		715	71584	

Textbooks-Pre Kinder thru 5th		715		71585	
Textbooks-6th thru 8th		715		71586	
Textbooks- 9th thru 12th		715		71587	
Library Books		715		71595	General Library Book Purchase
Radio		726		72689	
Radio Accessories		726		72690	Radio Parts
Ice Machine		740		74045	
Student Planners		785		78502	
General Instructional Items		785		78532	Regular Instructional Material
Science Instruction Supplies		785		78588	use to order frogs, pigs, etc.
Signs and Related Supplies		801		80186	can use for school signs
iPods		803		80316	
Speakers		803		80380	
Football Equipment		805		80548	
Physical Education Equipment		805		80562	
Trainer Supplies		805		80584	
Headset		839		83985	
Video Projectors Acc/Parts		840		84076	Use for overhead projectors
Tickets Purchase		860		86070	Example for Fiddlesticks
Pointer		880		88030	Projector Pointer
Smart Boards		880		88043	
Education/Training Consulting		918		91838	Instr. Consulting Services
Music Instrument Maint/Repair		931		93158	Fine Arts
Office Furniture Install		931		93145	
Notary Services		946		94667	Includes Renewal & Stamp
Magazine Subscription		956		95640	
NewsLetter Subscption		956		95649	
Newspaper Subscription		956		95650	
Travel Agency Services		961		96178	Use for National Travel Co.
Jumpers Rentals		962		96205	
Document Shredding Services		962		96227	
Installation		962		96246	
Laminating Services		962		96251	
Professional Services		962		96258	
Employee-Advance Travel		963		96301	Air, Hotel, Meals, Mileage, etc.
Employee-Reimbursement		963		96302	Reimburse for Travel & Other
Freight Costs		963		96303	Freight/Shipping Costs
Conference Fees		963		96337	
Tournament Fees		963		96341	
Membership Dues		963		96348	
Registration Fees		963		96364	
Meals (Includes Luncheons)		963		96347	
Jumpers		971		97134	
Car Rental Services		975		97514	If not part of staff travel
Room Rental		971		97165	Rentals for meetings
Copy Machine Rent/Lease		985		98526	Long Terms for Copiers
Drinking Water-Cooler		985		98528	Long Term Po's for water

<b><i>For Warehouse Orders</i></b>					
Item Being Purchased		3 Digit Code		5 Digit Code	Comments
Envelopes, #10 Window		310		31024	Inventory Code 0005
Envelopes, Regular		310		31030	Inventory Code 0004
Envelopes, Green Inter-Office		310		31060	Inventory Code 0006
Paper, Copy, Letter 8 1/2 x 11		645		64510	Inventory Code 0001
Paper, Copy, Letter 8 1/2 x 14		645		64532	Inventory Code 0002
Updated 10/24/2019					