



Purchasing Training

April 18, 2024

Procurement Services

<http://purchasing.tamu.edu/>

979-845-4570

AggieBuy Commodity Codes

What is a commodity code? Why do we use them?

- Commodity Code – is a standardized numerical code used to classify products and services. Each commodity code corresponds to a specific type of product, material, and/or service.
- Aggiebuy uses the 8-digit UNSPSC code which stands for “United Nations Standard Products and Services Code”. The 8-digit is at the commodity level, which is grouped into products & services with interchangeable characteristic variations.
- <https://www.dgs.ca.gov/PD/Resources/Page-Content/Procurement-Division-Resources-List-Folder/United-Nations-Standard-Products-and-Services-Code-UNSPSC>

AggieBuy Commodity Codes

The UNSPSC code can be searched using the following website –

<https://www.unspsc.org/>

Search by Code Number

Search by Code Name



AggieBuy Commodity Code



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Search the code

Version 26.0801 Code Number: (2-8 digits)

[Search](#)

Code Name

[Search](#)

Welcome

The **United Nations Standard Products and Services Code® (UNSPSC®)**, managed by GS1 US® for the UN Development Programme (UNDP), is an open, global, multi-sector standard for efficient, accurate classification of products and services.





AggieBuy Commodity Code

Search the code

Version 26.0801 Code Number: (2-8 digits)

Search

Code Name

Search

Code	Title
42121700	Veterinary clinical furniture
42151700	Dental clinical furniture
42151705	Dental procedure combination furniture or sets
42151709	Dental procedure combination furniture or set accessories
42261700	Autopsy furniture
42261708	Autopsy workstation or furniture accessories
47131806	Furniture polish or waxes
47131830	Furniture cleaners
48102000	Restaurant furniture
49121600	Camping furniture



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Search the code

Version 26.0801 Code Number: (2-8 digits)

[Search](#)

Code Name

[Search](#)

Code

Title

56101700

Office furniture

72153606

Office furniture installation or reconfiguration service

72153613

Office furniture lease and maintenance service

72153615

Office furniture repair service

AggieBuy Commodity Code

- The commodity code can also be found using AggieBuy search options on the line-item feature.
- Click the pencil icon on each item

Status	Item	Catalog No.	Size/Packaging	Unit Price	Quantity	Ext. Price	
1	Sports Medicine Services as per the attached fully executed agreement - Fee: \$35.00 per hour for services plus any travel expenses for outside of the Bryan/College Station city limits. **Year rate indicated is an estimate**	n/a	HR	35.00	1,000 HR	35,000.00	
ITEM DETAILS							
Contract:	no value		Internal Note	no value			
Commodity Code	99900294 / Other Contracted Services - no specific comm code available 5670		Internal Attachments	Add			
			External Note	no value			
			Attachments for supplier	Add			





AggieBuy Commodity Code

Summary Taxes/Jan PO Review Comments Attachments History

Edit Line 1: Item Details

1 Sports Medicine Services as per the attached fully executed agreement - Fee: \$35.00 per hour for services plus any travel expenses for outside of the Bryan/College Station city limits. **Year rate indicated is an estimate**

n/a HR 35.00

Contract: [Select price or contract...](#)

Internal Note

1000 characters remaining [exp](#)

Commodity Code

99900294



Other Contracted Services - no specific comm code available | 5670

External Note

1000 characters remaining [exp](#)



AggieBuy Commodity Code

- You can search by Code or Description

Commodity Code Search

Code starts with... Description contains... Filter
Clear All Filters

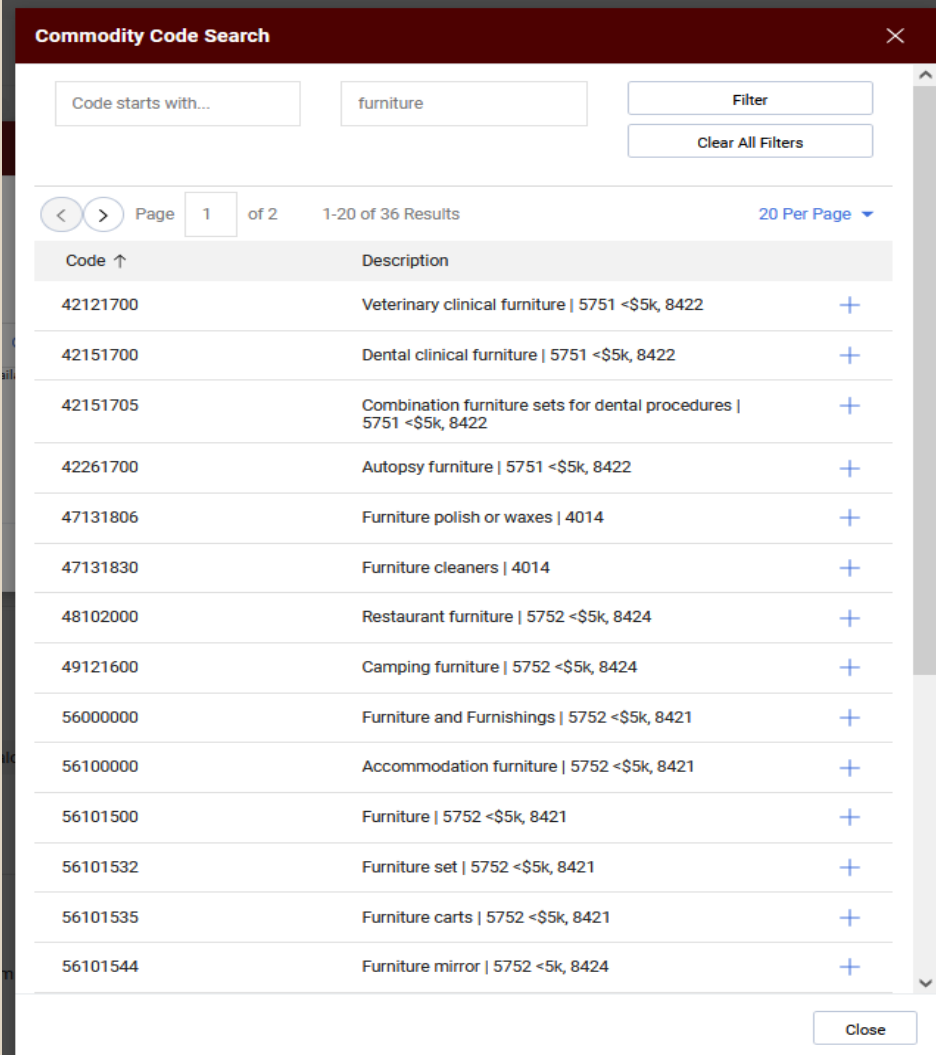
Page 1 of 200 1-20 of 4000 Results 20 Per Page

Code ↑	Description	
10000000	Live Plant and Animal Material and Accessories and 5767 <\$5k, 8610	+
10100000	Live animals 5767 <\$5k, 8610	+
10101500	Livestock 5767 <\$5k, 8610	+
10101501	Cats 5767 <\$5k, 8610	+
10101502	Dogs 5767 <\$5k, 8610	+
10101504	Mink 5767 <\$5k, 8610	+
10101505	Rats 5767 <\$5k, 8610	+
10101506	Horses 5767 <\$5k, 8610	+
10101507	Sheep 5767 <\$5k, 8610	+
10101508	Goats 5767 <\$5k, 8610	+
10101509	Asses 5767 <\$5k, 8610	+
10101510	Mice 5767 <\$5k, 8610	+
10101511	Swine 5767 <\$5k, 8610	+
10101512	Rabbits 5767 <\$5k, 8610	+

Close

AggieBuy Commodity Code

- Try to be general with your searches, which gives back more options
- Recommend to keep a list of the most commonly used codes



The screenshot displays the 'Commodity Code Search' interface. At the top, there is a search bar with the text 'Code starts with...' and a text input field containing 'furniture'. To the right of the input field are two buttons: 'Filter' and 'Clear All Filters'. Below the search bar, there is a pagination section showing 'Page 1 of 2' and '1-20 of 36 Results'. A dropdown menu indicates '20 Per Page'. The main content is a table with two columns: 'Code ↑' and 'Description'. The table lists 15 commodity codes and their descriptions, each with a blue plus sign in the right margin. At the bottom right of the interface is a 'Close' button.

Code ↑	Description
42121700	Veterinary clinical furniture 5751 <\$5k, 8422
42151700	Dental clinical furniture 5751 <\$5k, 8422
42151705	Combination furniture sets for dental procedures 5751 <\$5k, 8422
42261700	Autopsy furniture 5751 <\$5k, 8422
47131806	Furniture polish or waxes 4014
47131830	Furniture cleaners 4014
48102000	Restaurant furniture 5752 <\$5k, 8424
49121600	Camping furniture 5752 <\$5k, 8424
56000000	Furniture and Furnishings 5752 <\$5k, 8421
56100000	Accommodation furniture 5752 <\$5k, 8421
56101500	Furniture 5752 <\$5k, 8421
56101532	Furniture set 5752 <\$5k, 8421
56101535	Furniture carts 5752 <\$5k, 8421
56101544	Furniture mirror 5752 <5k, 8424

AggieBuy Commodity Code

- When selecting the correct Commodity Code, you also need to keep in mind each code cross references to an **Object Code.**

AggieBuy Commodity Code

What are Object Codes? Why do we use them?

- Object Codes are 4-digit codes used to categorize actual expenses, budgeted amounts for expenses, and encumbrances into categories that describe the nature of the goods or services purchased.
- Expense/Object Codes classify the expense on the state or local funded accounts.
- To identify expenditures that are not allowed on a fund type or certain range of accounts. Review the **Summary of Accounts** link below. It provides more details of what each account will or will not allow.
- <https://disbursement.tamu.edu/purchase/general/funding/summary/index.html>



AggieBuy Commodity Code

Summary of Accounts

The account summary table below provides a list of account ranges, type of fund for the account range and some general information about that account range/fund type. It also provides a summary view of the expense types allowed or not allowed for expenditure types in that account range/fund type. However, for a full listing of expense types, please use the [Object Code Reference Guide](#) to determine if the expense type is allowable on that fund type or account range.

Account Range	Type of Funds	Purchase Guidelines
1xxxxx and 29xxxx	State Funds	<p>Must follow state guidelines for all purchases.</p> <ul style="list-style-type: none"> • Use E&G (state) funds for salaries as much as possible since the state pays the benefits for those salaries. State funds should be used for operating expenses as little as possible. • Must follow State Travel Management Program. • No income may be deposited into these accounts. <p>Expenses Not Allowed on State Funds:</p> <ul style="list-style-type: none"> • Food/beverages • Memberships to organizations that pay a lobbyist • Alcohol • Gifts • Awards to employees greater than \$100 • Sponsorships • Foreign travel • Student travel • Recruitment of out of state students • Business meals • Moving expenses • Tips

20xxxx - 236999	Local-Designated	Accounts which are set up for a specific purpose that relates to the educational mission of the university. Must be a legitimate expense that relates to the purpose of the account.
235xxx	Local-Designated - From Contract Residuals	These are unrestricted residual balance accounts previously from the 461xxx range transferred to the designated range 9/01/2007.
237xxx- 249999, 289xxx	Local-Designated - University-Authorized Tuition and Fees, Enhancement Fee Accounts	<p>Accounts which are set up for a specific purpose that relates to the educational mission of the university.</p> <ul style="list-style-type: none"> • It is important to remember that these funds are tuition/fees paid by students who attend Texas A&M University and we are accountable to the students for each of the expenditures on these accounts. • Must follow the same guidelines as other designated accounts. • Transfers into and out of these accounts can only be from other like accounts.
25xxxx	Local-Continuing Education/Short Courses	<p>Fees from conferences and short courses. Expenditures must relate to the conference or short course.</p> <p>Surplus funds may be used for the furtherance of continuing education and public service efforts of the sponsoring academic unit unless otherwise authorized by the dean.</p> <p>Alcohol is allowed on these accounts. This is not indicated on screen 8 of FAMIS. The GEB flag must also be set on screen 8.</p>
27xxxx	Local-Designated - Service Departments	Set up to provide a service to university departments. Supported primarily by internal transfers. Must be a legitimate expense related to the income generating business of the account.
3xxxx	Local-Auxiliary	Account generates its own income to cover the expenses. They can have both internal and external customers. Must be a legitimate expense related to the income generating business of the account.
4xxxx	Local-Contracts & Grants	<p>Accounts set up to fund a grant or contract with private, state or federal grantors.</p> <ul style="list-style-type: none"> • Must follow the grant/contract requirements and budget set up for the contract or grant. • Must relate back to the purpose of the contract or grant. • The PI/PA/department is responsible for knowing what is allowed and disallowed on the contracts and grants. Screen 8 in FAMIS can be used as a tool to see what expenses are not allowed.

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- **Object Code Reference Guide** – provides a listing of every expenditure code and the ranges of accounts that allow for that expenditure code.
- <https://fmo.tamu.edu/accounts-payable/purchase-audit/object-code-searches.html>

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Object Code Searches

- The following provide additional information for determining the best object code to use for each purchase.
- Reference Guide to 100 Most Used Object Codes - https://fmo.tamu.edu/accounts-payable/_media/top-100.pdf
- Object Code Reference Guide – Excel sheet that you can search
- Object Code Search – <https://apps1.system.tamus.edu/ObjCodes/>

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- Reminder – Object codes also determine if the item should be inventoried. Code 5752 is non-inventoriable and Code 8424 – is inventoriable –

2		CARDIO: ARTIS CARDIORUN LIVE 22 DIAMOND BLACK [01]Model: Standard [0]Console: LIVE 22TV Mode: ATSC + IPTVPower: 110-240 V - ULUser Connectivity: through Key reader/NFC/QR/Bluetooth@/USB[Excite]Color Option: DIAMOND BLACK [01]Frame: Anthraci	DBK0AQT2W00A00 U	EA	11,874.00	23EA	273,102.00	
^ ITEM DETAILS								
Contract:		no value		Internal Note		no value		
Commodity Code		49220000 / Sports equipment and accessories 5752 <\$5k, 8424		Internal Attachments				
				External Note		no value		
				Attachments for supplier				

AggieBuy Commodity Code

- **The Texas A&M University System Asset Management Manual** sets forth the policies for management of real, personal tangible and intangible property within The Texas A&M University System and prescribes the duties and functions of selected key personnel.
https://assets.system.tamus.edu/files/budgets-acct/pdf/Asset_Mgmt_Manual.pdf
- This manual must be used in conjunction with the **State Property Accounting Process User's Guide**; also referred to as the SPA Process User's Guide. <https://fmx.cpa.texas.gov/fmx/spa/>
- Additional resources can be found on the following TAMUS site – <https://www.tamus.edu/business/budgets-and-accounting/accounting/fixed-assets/>

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- **Property Types – Real and Personal**
 - **Real Property**
 - Defined as any interest in land, together with structures, fixtures and improvements of any type. Includes land and land improvements, buildings and building improvements.
 - Refer to SPA Process User's Guide for thresholds

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- **Property Type**
 - **Personal Property**
 - Defined as fixed or movable tangible assets to be used for operations, the benefits of which extend beyond one year from date of acquisition and rendered into service.
 - Personal property does not include consumable items, nor does it include real property. It can be a capital asset, a controlled asset or an inventoried asset.
 - Capital and controlled items must be inventoried.
 - Capitalization is mandatory for all equipment having a unit value of \$5,000 or more and an estimated useful life of more than one year.

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- **Personal Property continued -**

- Controlled Asset is defined by the Comptroller's Office and must be inventoried. A list of the required controlled items can be found at **State Controlled Assets.**

https://fmx.cpa.texas.gov/fmx/pubs/afrrptreq/cap_assets/?section=controlled&page=controlled

- Unit value of \$500.00 - \$4,999.99
 - Examples include –
 - Sound systems/audio equipment
 - Cameras
 - Televisions/Video players
 - Computers
 - Data Projectors
 - Smart Phones/tables plus other handheld devices
 - Laptops

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- **Personal Property continued -**
 - All firearms must be controlled regardless of dollar amount.
- **Inventoried Asset**
 - Inventory controls over other equipment valued at less than \$5,000 per unit may be required if the agency head deems such controls necessary.
 - These items are not required by the State of Texas Controller, but by the agency.
 - Examples – printers, control cash registers, etc.

AggieBuy Commodity Codes

Reminders –

- The commodity code's purpose is to describe the product you are purchasing.
- If you are purchasing an office of furniture, code all the items office furniture, even the installation cost. The installation code needs to be included in the total dollar value of the asset
- Is my unit price over \$5,000? Is it a Controlled Asset or Inventoried Asset? Make sure you select the commodity code that provides the option for an inventory number

Questions!

Submit all topics for next months training to –
P-winkler@tamu.edu

Subject Line – TAMUSA Training Topics
