State Funded Purchases

Purchasing Procedure Code Assignments

Code	Procedure
A	All transactions, regardless of amount, require prior approval by the Wichita State University Office of Purchasing.
B	Departments may make local purchases up to $4999.99 per transaction for known needs. All transactions of $5000.00 or more require prior authorization, purchase from existing state, local, local encumbrance contracts or competitive bids processed through the Wichita State University Office of Purchasing. * "Known Needs" are defined as needs reasonably known at the time of order placement. Ordering less than a department's known needs to avoid the dollar limitation is order splitting and the transaction will be rejected during the audit process. * No thirty (30) day limit is applicable. * The dollar limit is applicable for known needs per cost center or department. * The dollar limit is applicable for sole source and competitive items.
C	No limit. Departments may transact business without prior approval or competitive bids regardless of dollar amount.
D	Purchases may be made without prior approval or competitive bids up to the individual's Business Procurement Card transaction and cycle limits.
Note:	All items or services, which are the subject of a statewide contract or listed in the Kansas Correctional Industries or State Use Catalog (including toner cartridges, etc.), have no dollar limitation. If a state contract or state use catalog item or service is available, the contract or state use catalog item or service must be purchased unless prior approval is obtained.

Purchasing Procedure Code Assignments

Purchases Funded from State Treasury

2000 CONTRACTUAL SERVICES		
Code	***2001 Communication***	
C	2010	Postage
C	2020	Commercial Local Communication Service
C	2030	Commercial Long Distance Service
C	2040	Other Commercial Communication Service
C	2050	Intergovernmental Local Communication Service Operating Charge - DISC
C	2051	Intergovernmental Local Communication Service Capital Charge - DISC
C	2052	Intergovernmental Local Communication Service - Vendors Other Than DISC
C	2060	Intergovernmental Postage Operating Charge - DISC
C	2061	Intergovernmental Postage Capital Charge - DISC
C	2062	Intergovernmental Postage Charge - Vendors Other Than DISC
C	2070	Intergovernmental Long Distance Communication Service Operating Charge - DISC
C	2071	Intergovernmental Long Distance Communication Service Capital Charge - DISC
C	2072	Intergovernmental Long Distance Communications Service Charge - Vendors Other Than DISC
C	2080	Other Intergovernmental Communication Service Operating Charge - DISC
C	2081	Other Intergovernmental Communications Service Capital Charge - DISC
C	2082	Other Intergovernmental Communication Service Charge - Vendors Other Than DISC
C	2090	Other Communications
C	2091	Cellular Phones
	2101 Freight and Express	
B	2120	Moving of Agency Office Equipment and Supplies
C	2130	Employees' Personal Effects In-State
C	2140	Employees' Personal Effects Out-of-State
C	2190	Other Freight and Express
	2201 Printing and Advertising	
C	2210	Printing and Binding (Payments to State Facilities only)
C	2211	Printing and Binding - Surcharge (Payments to State Facilities only)
B	2230	Duplicating, Blue-Printing and Reproducing
C	2240	Advertising (e.g. Classified, Legal, and Radio or Television Time)
B	2290	Other Vendor Printing and Binding - non-capital
	2301 Rents	
C	2300	State Buildings Capital Charge
B	2310	Reprographic Equipment Rental
A	2320	Building Space Rental
B	2330	Equipment Rental
A	2340	Land Rental
B	2360	Information Processing Equipment Rental
B	2370	Information Processing Software Rental
B	2380	State Buildings Operating Charge
B	2390	Other Rentals
	2401 Repairing and Servicing	
B	2410	Passenger Car Repair and Service
B	2420	Other Self-Propelled Equipment Repair and Service

B	2430	Machinery, Equipment (Except Self-Propelled), Furniture and Fixtures Repair and Service
B	2440	Buildings and Grounds Repair and Service - non-capital
B	2450	Highway and Bridge Repair and Service
B	2470	Information Processing Equipment Repair and Service
B	2480	Information Processing Equipment Software Maintenance and Service
B	2490	Other Repair and Service
	2501 In-state Travel and Subsistence	
C	2511	Private Vehicle Mileage for In-State Travel
C	2521	Hire of Passenger Cars, Airplanes and Buses for In-State Travel
C	2531	State Car Expense for In-State Travel
C	2541	Central Motor Pool Vehicle Operating Charge for In-State Travel
C	2561	Central Motor Pool Capital Charge for In-State Travel
C	2571	Railroad, Airplane and Bus Fares for In-State Travel
C	2581	Subsistence (Meals and Lodging) for In-State Travel
C	2591	Non-subsistence Items for In-State Travel
	2502 Out-of-State Travel and Subsistence	
C	2512	Private Vehicle Mileage for Out-of-State Travel
C	2522	Hire of Passenger Cars, Airplanes and Buses for Out-of-State Travel
C	2532	State Car Expense for Out-of-state Travel
C	2542	Central Motor Pool Vehicle Operating Charge for Out-of-State Travel
C	2562	Central Motor Pool Capital Charge for Out-of-State Travel
C	2572	Railroad, Airplane and Bus Fares for Out-of-State Travel
C	2582	Subsistence (Meals and Lodging) for Out-of-State Travel
C	2592	Non-subsistence Items for Out-of-State Travel
	2503 International Travel and Subsistence	
C	2513	Private Vehicle Mileage for International Travel
C	2523	Hire of Passenger Cars, Airplanes and Buses for International Travel
C	2533	State Car Expense for International Travel
C	2543	Central Motor Pool Vehicle Operating Charge for International Travel
C	2563	Central Motor Pool Capital charge for International Travel
C	2573	Railroad, Airplane and Bus Fares for International Travel
C	2583	Subsistence (Meals and Lodging) for International Travel
C	2593	Non-subsistence Items for International Travel
	2601 Fees - Other Services	
C	2610	Recruitment Expenses
C	2620	Honorariums
C	2621	Honorariums
C	2630	Computer Programming Services, Data Processing Services and Database Access Fees Operating Charge - DISC
C	2631	Computer Programming Services, Data Processing Services and Database Access Fees Capital Charge DISC
C	2632	Computer Programming Services, and Data Processing Services Charge – Vendors other than DISC
C	2633	Database Access Fees Charge – Vendors Other Than DISC
C	2640	Recording Fees, Servicing Fees and Other Court Costs (Paid to Governmental Entities)
B	2650	Laboratory Fees
C	2660	Tuition for Employees
C	2670	Boarding Home Payments (Care of Wards)
C	2680	Maintenance and Tuition for Rehabilitation Clients
B	2690	Other Fees
	2701 Fees	
B	2700	Administrative Services

A	2710	Architects and Engineers - DCM
B	2720	Attorneys and Lawyers
C	2730	Physicians and Medical Associations
C	2740	Hospitals and Nursing Homes
B	2750	Advertising Agencies
C	2760	Veterinarians
C	2770	Lecturers, Speakers, Entertainers and Trainers
B	2780	Accountants and Auditors
B	2790	Other Professional Fees
B	2791	Information Systems Consulting Services
	2801 Utilities	
C	2810	Electricity
C	2820	Natural Gas
C	2830	Steam
C	2840	Water
C	2850	Sewage Charges
C	2860	Solid Waste Charges
C	2890	Other Utilities
	2901 Other Contractual Service	
C	2910	Dues, Memberships and Subscriptions (in Agency Name only)
B	2920	Laundry, Dry Cleaning and Towel Service
C	2930	Incentive Earnings (Ward or Inmate)
C	2940	Recreation and Entertainment
C	2950	Awards, Rewards, Premiums, and Bounties – (Non-Employee)
A	2960	Surety Bond and Insurance Premiums
C	2970	Official Hospitality
C	2980	Employee Awards (Non-Cash)
C	2990	Other Contractual Services
3001 COMMODITIES		
	3001 Clothing	
B	3000	Clothing
D	3008	Clothing - BPC Purchases
	3101 Feed and Forage	
B	3100	Feed and Forage
D	3108	Feed and Forage - BPC Purchases
	3201 Food for Human Consumption	
B	3200	Food for Human Consumption Note: Food for hospitality type purposes is Coded 2970 Note: Food for a conference, purchased with fees collected for that purpose is coded “C”
	3301 Fuel (Non-Motor Vehicle Use)	
D	3308	Fuel (Non-Motor Vehicle Use) - BPC Purchases
B	3310	Coal and Coke
B	3320	Fuel Oil, Diesel and Kerosene
B	3330	Liquid Propane Gas and Butane
B	3390	Other Fuel
	3401 Maintenance and Construction Materials, Supplies and Parts	
D	3408	Maintenance and Construction Materials, Supplies and Parts - BPC Purchases
B	3410	Materials and Supplies for Buildings

B	3430	Computer Systems Maintenance Parts and Materials
B	3490	Other Equipment Parts, Materials and Supplies
	3501 Motor Vehicle Parts, Supplies and Accessories	
D	3508	Motor Vehicle Parts, Supplies and Accessories - BPC Purchases
B	3510	Gasoline
B	3520	Diesel Fuel
B	3530	Gasohol
B	3540	Liquefied Petroleum, Butane, Natural Gas
C	3550	Aircraft Fuel
B	3560	Motor Oil
B	3590	Other Parts, Supplies, and Accessories
	3601 Professional and Scientific Supplies and Materials	
D	3608	Professional and Scientific Supplies and Materials - BPC Purchases
B	3610	Drugs and Pharmaceuticals
B	3620	Animal Drugs
B	3630	Chemicals
B	3690	Other Professional, Scientific Supplies and Materials
	3701 Stationery, Office and Data Processing Supplies	
D	3708	Stationery, Office and Data Processing Supplies - BPC Purchases
B	3710	*Stationery and Office Supplies*
B	3720	Data Processing Supplies
B	3730	Telecommunications Termination Equipment
	3801 Research Supplies and Materials	
B	3800	Research Supplies and Materials (Except Chemicals)
D	3808	Research Supplies and Materials - BPC Purchases
B	3830	Research Chemicals
	3901 Other Supplies, Materials and Parts	
D	3908	Other Supplies, Materials and Parts - BPC Purchases
B	3910	Agricultural Supplies (Other than Feed and Forage), Materials and Parts
B	3920	Household, Laundry and Kitchen Supplies and Materials
B	3930	Power Plant Supplies
B	3940	Recreation Supplies and Materials
B	3950	Small Tools
B	3960	Motor Vehicle License Tags (For Resale)
B	3970	Supplies Used in Manufacturing and Printing (For Resale)
B	3980	Commodities Purchased for Resale to Using Departments
B	3990	Other Supplies, Materials and Parts
B	3998	Labor Charges Associated with the Purchase of Parts - BPC Purchases
D	3999	Pending Credit - BPC Purchases
4000 CAPITAL OUTLAY		
	4001 Equipment, Machinery, Furniture and Fixtures	
B	4010	Agricultural Equipment and Machinery
B	4019	Agricultural Equipment and Machinery - Non-Inventory (effective 7/1/00)
B	4020	Household, Laundry and Kitchen Equipment and Furniture
B	4029	Household, Laundry and Kitchen Equipment and Furniture - Non-Inventory (effective 7/1/00)
B	4030	Office Furniture, Fixtures and Equipment
B	4039	Office Furniture, Fixtures and Equipment - Non-Inventory

B	4040	Professional and Scientific Equipment
B	4049	Professional and Scientific Equipment - Non-Inventory (effective 7/01/00)
A	4050	Passenger Cars
A	4060	Trucks and Other Self-Propelled Equipment
A	4069	Trucks and Other Self-Propelled Equipment - Non-Inventory (effective 7/01/00)
B	4080	Shop and Plant Maintenance Equipment
B	4089	Shop and Plant Maintenance Equipment - Non-Inventory (Effective 7/01/00)
B	4090	Other Equipment, Machinery, Furniture and Fixtures
B	4099	Other Equipment Machinery, Furniture and Fixtures - Non-Inventory (7/01/00)
	4101 Livestock	
B	4100	*Livestock*
B	4109	Livestock - Non-Inventory (Effective 7/1/00)
	4111 Books and Library Material	
C	4110	Books and Library Material
C	4119	Books and Library Material - Non-Inventory (Effective 7/1/00)
	4121 Reprographic Equipment	
B	4120	Reprographic Equipment
B	4129	Reprographic Equipment - Non-Inventory (Effective 7/01/00)
	4131 Microcomputer Systems and Support Equipment	
B	4130	Microcomputer Systems and Support Equipment
B	4139	Microcomputer Systems and Support Equipment - Non-Inventory (Effective 7/1/00)
	4161 Information Processing Equipment	
B	4160	Information Processing Equipment
B	4169	Information Processing Equipment - Non-Inventory (Effective 7/1/00)
	4181 Computer Systems, Information Processing or Microcomputer Systems Software	
B	4180	Computer Systems, Information Processing or Microcomputer Systems Software
B	4189	Computer Systems, Information Processing or Microcomputer Systems Software - Non-Inventory (Effective 7/1/00)
	4201 Buildings and Improvements	
B	4200	Buildings and Improvements.
B	4209	Building and Improvements - Non-Inventory (Effective 7/1/00)
	4301 Land and Interest in Land	
A	4310	Land and Interest in Land
A	4319	Land and Interest in Land
A	4320	Mineral Rights
A	4329	Mineral Rights - Non-Inventory (Effective 7/1/00)
A	4330	Assessments for Improvements
A	4339	Assessments for Improvements - Non-Inventory (Effective 7/1/00)
	4401 Land Nonstructural Improvements	
B	4400	Land Nonstructural Improvements.
B	4409	Land Nonstructural Improvements - Non-Inventory (Effective 7/1/00)
	4601 Telecommunications/Data Facilities (State-Owned)	
B	4610	Telecommunications Termination Equipment
B	4619	Telecommunications Termination Equipment - Non-Inventory (Effective 7/1/00)
B	4620	Telecommunications Switching Equipment
B	4629	Telecommunications Switching Equipment - Non-Inventory (Effective 7/1/00)
B	4630	Telecommunications Transmission Equipment
B	4639	Telecommunications Transmission Equipment - Non-Inventory (Effective 7/1/00)
B	4640	Radio (Portable) Equipment

B	4649	Radio (Portable) Equipment - Non-Inventory (Effective 7/1/00)
B	4650	Radio (Fixed) Equipment
B	4659	Radio (Fixed) Equipment - Non-Inventory (Effective 7/1/00)
B	4660	Data Communications Equipment
B	4669	Data Communications Equipment - Non-Inventory (Effective 7/1/00)
	4801 Equipment Purchases for Non-State Use: **Capital outlay items purchased for non-state use.**	
B	4820	Equipment Purchases for Rehabilitation Clients
	4901 Other Capital Outlay	
C	4970	Sales Tax on Regents Housing Facilities Purchases (Board of Regents Educational Institutions only*)*
C	4980	Agency or Departmental Capital Outlay Purchases