

CODING GUIDELINES FOR TECHNOLOGY & AUDIO VISUAL

Use this chart to determine the correct codes and shipping for your requisition.

The following items should be coded to the expenditure object (account) codes as per the column listed - 6317 or 6399

**If there is a T in the DEPT code column, choose the DEPT code with a "T" at the end so the requisition can be routed through Technology for a 2nd level of approval. **

Use Account Code #6317				Use Account Code #6399			
Computer and Audio Visual Equipment				General Supplies			
DEPT Code	Commodity	Ship To	Item	DEPT Code	Commodity	Ship To	Item
	750-001	727N or 727S	amplifiers		750-001	727N or 727S	antennas for iPads
T	750-001	728 TLC	Apple TV*	T	750-001	727N or 727S	Apple adapters, cables, card readers *
T	750-005	728 TLC	barcode scanners		750-001	727N or 727S	AV adapters
	750-001	727N or 727S	camcorders		750-001	727N or 727S	AV bulbs (overhead/LCD/Mimio)
	750-001	727N or 727S	cameras		750-001	727N or 727S	cables (computer and audio visual)
	750-001	727N or 727S	CD players		750-001	727N or 727S	cases for tablets, ipads, phones
T	750-004	728 TLC	computers: desktop, laptop, thin client, tablet, iPad, chromebook, Probook		750-001	727N or 727S	CD/DVD disks
T	750-005	728 TLC	computer mouse	T	750-011	727N or 727S	computer memory cards and chips
T	750-005	728 TLC	computer peripherals (monitors, printers, scanners, speakers, keyboard, etc.)		750-011	727N or 727S	computer tapes
T	750-005	728 TLC	computer speakers		750-001	727N or 727S	converters
T	750-005	728 TLC	computer web cams		750-001	727N or 727S	covers for iPads, tablets, e-readers
T	750-005	728 TLC	CPS systems	T	750-005	727N or 727S	external hard drives
T	750-005	728 TLC	docking stations		750-011	727N or 727S	flash drives / USB thumb drives
T	750-005	728 TLC	document cameras	T	700-002	campus	GoGuardian - Monitoring, filtering, anti-theft software
	750-001	727N or 727S	DVD players		750-001	727N or 727S	headphones and headsets
	750-001	727N or 727S	editing systems		750-011	727N or 727S	padlocks
T	750-004	728 TLC	e-readers		750-011	727N or 727S	power strips
T	750-005	728 TLC	Chromebook carts/charging stations		750-001	727N or 727S	projector mounts / plates (purchased separately)
	750-005	728 TLC	ethernet switch/port		750-001	727N or 727S	screens
T	750-004	728 TLC	interactive handheld tablets	T		campus	site licenses (use software commodities)
T	750-001	728 TLC	interactive electronic whiteboards (Mimeoteach)	T	700-001	campus	software, instructional
T	750-004	728 TLC	iPads*	T	700-002	campus	software, non- instructional
T	750-004	728 TLC	iPad carts*		750-011	727N or 727S	stylus pens/wireless pointer/ whiteboard pens
T	750-005	727N or 727S	iPad Sync Tray*		750-001	727N or 727S	stands (for microphone, computers, etc.)
	750-005	728 TLC	keyboards / keypads	T	750-001	727N or 727S	telephones
	750-001	727N or 727S	listening stations/centers (kits)		750-001	727N or 727S	tripods
	750-001	727N or 727S	microphones (all)	T	700-002	728 TLC	volume credit for Apple*
T	750-005	728 TLC	monitors (max for curved monitor is \$300)	T	750-012	campus (Acct code 6248)	warranty/ service agreement for computer, iPad
T	750-001	727N or 727S	mounted projector/speaker systems				
	750-001	727N or 727S	portable mixers				
T	750-005	728 TLC	printers				
T	750-001	727N or 727S	projectors- all (overhead and LCD)				
	750-001	727N or 727S	public address systems				
	750-001	727N or 727S	recorders and/or players				
T	750-005	728 TLC	scanners: desktop, pocket, barcode				
T	750-001	727N or 727S	speakers (to be hooked up to audio visual equipment)/ speaker systems				
	750-001	727N or 727S	studio light kits				
	750-001	727N or 727S	televisions				
	750-010	campus	walkie talkies/ 2-way radios				

*See Technology website for specific instructions on all Apple orders