

# CODING GUIDELINES FOR NEW TECHNOLOGY & AUDIO VISUAL EQUIPMENT & SUPPLIES

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

**\*\*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 Computer and Audio Visual Equipment				Use Account Code #6399 General Supplies			
DEPT Code	Commodity	Ship To	Item	DEPT Code	Commodity	Ship To	Item
	750-001	727W	amplifiers		750-001	727W	antennas for iPads
T	750-001	728 TLC	Apple TV*	T	750-001	727W	Apple adapters, cables, card readers *
T	750-005	728 TLC	barcode scanners		750-001	727W	AV adapters
	750-001	727W	camcorders		750-001	727W	AV bulbs (overhead/LCD/Mimio)
	750-001	727W	cameras		750-001	727W	cables (computer and audio visual)
	750-001	727W	CD players		750-001	727W	cases for tablets, ipads, phones
T	750-005	728 TLC	Chromebook carts/charging stations		750-001	727W	CD/DVD disks
T	750-004	728 TLC	computers: desktop, laptop, thin client, tablet, iPad, chromebook, Probook	T	750-008	728 TLC	Chromebook repair parts
T	750-005	728 TLC	computer mouse	T	750-011	727W	computer memory cards and chips
			computer peripherals (monitors, printers, scanners, speakers, keyboard, etc.)		750-011	727W	computer tapes
T	750-005	728 TLC	computer web cams		750-001	727W	converters
T	750-005	728 TLC	CPS systems		750-001	727W	covers for iPads, tablets, e-readers
T	750-005	728 TLC	docking stations	T	750-005	727W	external hard drives
T	750-005	728 TLC	document cameras		750-011	727W	flash drives / USB thumb drives
	750-001	727W	DVD players	T	700-002	YOUR CAMPUS	GoGuardian - Monitoring, filtering, anti-theft software
	750-001	727W	editing systems		750-001	727W	headphones and headsets
T	750-004	728 TLC	e-readers		750-011	727W	padlocks
	750-005	728 TLC	ethernet switch/port		750-011	727W	power strips
T	750-004	728 TLC	interactive handheld tablets		750-001	727W	projector mounts / plates (purchased)
T	750-001	728 TLC	interactive electronic whiteboards (Mimeoteach)		750-001	727W	screens
T	750-004	728 TLC	iPads*	T	700-001	YOUR CAMPUS	software/site license: instructional
T	750-005	728 TLC	iPad carts*	T	700-002	YOUR CAMPUS	software/site-license: non- instructional
T	750-005	727W	iPad Sync Tray*		750-011	727W	stylus pens/wireless pointer/ whiteboard
	750-005	728 TLC	keyboards / keypads		750-001	727W	stands (for microphone, computers, etc.)
	750-001	727W	listening stations/centers (kits)	T	750-001	727W	telephones
	750-001	727W	microphones (all)		750-001	727W	tripods
T	750-005	728 TLC	monitors (max for curved monitor is \$300)	T	700-002	728 TLC	volume credit for Apple*
T	750-001	727W	mounted projector/speaker systems	T	750-012	YOUR CAMPUS	warranty/ service agreement for computer, iPad (USE ACCT CODE #6248)
	750-001	727W	portable mixers				
T	750-005	728 TLC	printers				
T	750-001	727W	projectors- all (overhead and LCD)				
	750-001	727W	public address systems				
	750-001	727W	recorders and/or players				
T	750-005	728 TLC	scanners: desktop, pocket, barcode				
T	750-005	728 TLC	speakers for your PC				
T	750-001	727W	speakers (to be hooked up to audio visual equipment)/ speaker systems				
	750-001	727W	studio light kits				
	750-001	727W	televisions				
	750-010	YOUR CAMPUS	walkie talkies/ 2-way radios				

\*See Technology website for specific instructions on all Apple orders

Contact Stephanie Hendershot (x97809) with questions about this sheet