



Non-Salary Commodity Matrix

Commodity Matrix Product or Service	Account Code	Account Payable (914) 923-2862		Purchasing (914) 923-2621		OSA	Contracts Office/ University Counsel	Various		
		Travel & Expense Form	Special Payment Form	Purchase Order	P-Card <\$500.00	Petty Cash <\$100.00	Contract 1	Chargeback	Independent Contractor	Additional Policies
		Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure	Policy & Procedure
Marketing Website Develop	E22803			X			X			
Medical	E23001			X			X			
Musicians	E22902			X			X			
Other Homeless Service	E23402			X			X			
Other Unitrusts	E23401			X			X			
Programatic Editing & Proofread	E23204			X			X			
Programatic Grading & Reading	E23203			X			X			
Programatic Reconciliation Svce	E23202			X			X			
Programatic Translating	E23201			X						
Reproduction Svcs Photocopying	E20101			X		X				
Reproduction Svcs Blue Prints	E20102			X		X				
Veterinary	E23002			X						
Supplies:										
Books and Directories	E19003	X		X	X	X				
Building and Maintenance	E19401			X						
Computer Accessories	E19202	X		X		X				
Computer Minor Equip.	E19201			X						
Computer Software	E19203			X						
Flowers	E20004	X		X	X					
General Office	E19602	X		X	X	X				
Instruction and Lab	E19001	X			X	X				X
Letterhead Business Cards	E19604									X
Medical	E19002			X						
Minor Furniture	E19701			X						
Non-Computer Minor Equip	E19801	X	X	X	X					
Reproduction Svcs (Kinko's, etc)	E19606	X	X	X	X	X				
Tickets	E20001			X						
Uniform Cap Gown Costume	E20002			X						
Water, Bottled & Water Cooler	E20003			X						
Transportation:										
Airline and Train	E21205	X								
Car Rental	E21206	X		X						
Car Taxis Bus Train	E21207	X								
Gas	E21201	X								
Mileage	F21202	X								

Parking	E21203	X								
Tolls	E21204	X								
Travel and Entertainment:										
Alcoholic Beverages	E21604	X		X						
Conference Registration Fee	E21801	X		X						
Lodging and Hotel	E21401	X								
Capital (Items >\$2,000):										
Cap Bud Furn & Fix Floor Covering	E30801			X						
Cap Bud Furn & Fix Furniture	E31802			X						
Cap Bud Furn & Fix Others	E31803			X						
Cap Bud Office Equipment	E33101			X						
Cap Computer Equipment	E33001			X						
Membership:										
Memb & License Accreditation	E25001		X	X						
Memb & License Consortia	E25003		X	X						
Memb & License Professional Orgs	E25002		X	X						
Memb & License Other	E25004		X	X						
Professional Fees:										
Admin Acctng & Auditing	E22401			X			X			
Admin Clipping Agencies	E22411			X			X			
Admin Collection Services	E22405			X			X			
Admin EDP & Computer Svce	E22408			X			X			
Admin Insurance Conslt	E22403			X			X			
Admin Legal	E22402			X			X			
Admin Messenger Services	E22409			X			X			
Admin Microfilm & Fiche	E22407			X			X			
Admin Moving Expenses	E22412			X			X			
Admin Payroll Services	E22404			X			X			
Admin Recruiting Agencies	E22410			X			X			
Admin Telecommunication	E22406			X			X			
Catering Services-Lackmann	E21605			X						
Coffee Services	E20003			X						
Event Coordinator	E22901			X			X			
Flowers	E20004	X		X	X					
Maint Air Conditioning	E22607			X			X			
Maint Architectural	E22601			X			X			
Maint Athletic Officials	E22610			X			X			
Maint Cleaning Services	E22604			X			X			
Maint Exterminating	E22608			X			X			
Maint General Contractor	E22611			X			X			
Maint Elevator Services	E22605			X			X			
Maint Engineering	E22602			X			X			
Maint Security Services	E22603			X			X			
Maint Snow Removal	E22609			X			X			
Maint Trash Removal	E22606			X			X			
Marketing Design & Layout	E22802			X			X			
Marketing Photography	E22801			X			X			
Meals Donor	E21603	X								

Meal Staff	E21601	X								
Meal Student	E21602	X								
Travel Other	E22202	X								
Other:										
American Express Corporate Card	N/A									X
Cellular Phone	E28206	X						X		
Honorariums Non-Student Speakers	E25202								X	
Honorariums Student Speakers	E25201								X	
Photocopy Machines	E36402							X		
Postage non-Promo General Business	E25801			X						
Prof Publications Subscriptions	E25101		X	X						
Professional Publications	E01175	X		X						
Repair Services Equipment	E23501			X						
Repair Services Furniture	E23502			X						
Repair Services Grounds	E23503			X						
Repair Services Building	E23504			X						
Repair Services Vehicle	E23505			X						
Security	E37601							X		
Telephone Basic Services	E28201	X								
(1) All contracts must follow the requirements detailed in the Contract Management Policy.										