

## eShop Commodity Code and Associated Account Codes Cheat Sheet *(current as of September 2024)*

Commodity Codes		Related Account Codes	
Commodity Code	Title	Default Account Code	Other Available Accounts
1000	Plant and Animal Supplies	710010 - Animal or Plant Supplies & Upkeep	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710008 - Lab, Chemical, Water Treatmt Supplies</li> </ul>
1100	Minerals and Textiles	710012 - Other Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710008 - Lab, Chemical, Water Treatmt Supplies</li> <li>• 710010 - Animal or Plant Supplies &amp; Upkeep</li> </ul>
1200	Chemicals, Pharmaceuticals, Fuels and Lubricants	710008 - Lab, Chemical, Water Treatmt Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710009 - Radioisotope Supplies</li> <li>• 710012 - Other Supplies</li> <li>• 721000 - Natural Gas &amp; Oil</li> </ul>
2200	Construction/Renovation Equipment and Supplies	717300 - Building Repair/Maintenance	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 151010 - Phys Plt - Prepaid Signage Supplies</li> <li>• 713200 - Equipment Maintenance</li> <li>• 718000 - Major Renovations</li> </ul>
2500	Vehicles (All)	723104 - Vehicle Purchases >\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 713006 - Vehicle Lease</li> <li>• 713202 - Vehicle &amp; Cart Maintenance</li> </ul>

2700	Tools, Machinery and Safety Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 151010 - Phys Plt - Prepaid Signage Supplies</li> <li>• 710003 - Computer Supplies</li> <li>• 710000 - Office Supplies</li> <li>• 710008 - Lab,Chemical,Water Treatmt Supplies</li> <li>• 710012 - Other Supplies</li> <li>• 710019 - Small Tool Supplies</li> <li>• 710025 - Shop Supplies Exp</li> <li>• 713200 - Equipment Maintenance</li> <li>• 716901 - Training &amp; Development Materials</li> <li>• 717320 - Daycare Maintenance</li> <li>• 723001 - Furniture Purchases &lt; \$10,000</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> <li>• 723150 - Externally Purchased Equip-Research</li> <li>• 727000 - COGS - General Materials</li> </ul>
4100	Scientific Equipment and Supplies	710008 - Lab, Chemical, Water Treatmt Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710000 - Office Supplies</li> <li>• 710003 - Computer Supplies</li> <li>• 710012 - Scientific Equipment and Supplies</li> <li>• 710013 - Medical/Safety Supplies</li> <li>• 713004 - Other Equipment Rentals</li> <li>• 713200 - Equipment Maintenance</li> <li>• 723000 - Equip/Computer items &lt;\$10,000</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> <li>• 729004 - Service Level Agreement Change</li> </ul>
4319	Communications Devices and Accessories	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 712006 - Ethernet/Line Charges</li> <li>• 712008 - Electronic Telecommunications</li> <li>• 713000 - Telephone Equipment Rentals</li> <li>• 713002 - Pager/Cell Phone Rental</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>

4321	Computer and Network Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710003 - Computer Supplies</li> <li>• 712006 - Ethernet connections</li> <li>• 713200 - Equipment Maintenance</li> <li>• 722208 - Special Material Recovery</li> <li>• 723102 - Computer Equip &gt;\$10,000</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>
4323	Software	710004 - Software Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710000 - Office Supplies</li> <li>• 713203 - Software Maintenance</li> <li>• 717000 - Site License Fee Expense</li> <li>• 723103 - Computer Software Purchases &gt;\$10,000</li> </ul>
4400	Office Supplies and Promotional Merchandise	710000 - Office Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 151010 - Phys Plt - Prepaid Signage Supplies</li> <li>• 710003 - Computer Supplies</li> <li>• 710012 - Other Supplies</li> <li>• 710016 - Convocation Diplomas</li> <li>• 710022 - Convocation Medals</li> <li>• 710023 - Orientation Kits</li> <li>• 711000 - Photocopying Charges &amp; Supplies</li> <li>• 711001 - Printing Costs &amp; Supplies</li> <li>• 716400 - General Advertising/Publicity</li> <li>• 716800 - Networking/Reception Expenses</li> <li>• 719000 - Student Recruitment</li> <li>• 727000 - COGS - General Materials</li> </ul>

4500	Printing Supplies	711001 - Printing Costs & Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 151010 - Phys Plt - Prepaid Signage Supplies</li> <li>• 710000 - Office Supplies</li> <li>• 710023 - Orientation Kits</li> <li>• 711000 - Photocopying Charges &amp; Supplies</li> <li>• 711002 - Publishing Costs &amp; Supplies</li> <li>• 711003 - Photography Costs &amp; Supplies</li> <li>• 711005 - Meter Click Chargers</li> <li>• 711006 - Inter-Library Loans Copying Charges</li> <li>• 712002 - Postage Expense</li> <li>• 716001 - Research &amp; Publications</li> <li>• 716400 - General Advertising/Publicity</li> <li>• 716402 - Print Media</li> <li>• 716403 - Promotional Publications</li> <li>• 727000 - COGS - General Materials</li> </ul>
4511	Audio/Visual Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 620004 - Internal IMS Labour Charges</li> <li>• 710012 - Other Supplies</li> <li>• 713004 - Other Equipment Rentals</li> <li>• 713005 - IMS Equipment Rental</li> <li>• 713200 - Equipment Maintenance</li> <li>• 716800 - Networking/ Reception Expenses</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>
4700	Cleaning Equipment and Supplies	710012 - Other Supplies	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710000 - Office Supplies</li> <li>• 710005 - Cleaning &amp; Caretaking Supplies</li> <li>• 710008 - Lab, Chemical, Water Treatmt Supplies</li> <li>• 713200 - Equipment Maintenance</li> <li>• 723000 - Equip/Computer items &lt;\$10,000</li> <li>• 727000 - COGS - General Materials</li> </ul>

4900	Sports and Recreational Equipment and Supplies	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 193000 - Equipment &amp; Furniture</li> <li>• 710011 - Sporting Supplies</li> <li>• 710012 - Other Supplies</li> <li>• 710023 - Orientation Kits</li> <li>• 713200 - Equipment Maintenance</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>
5200	Housewares, Electronics, Apparel and Linens	723000 - Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710006 - Uniform or Gown Supplies</li> <li>• 710007 - Linen Supplies &amp; Cleaning</li> <li>• 710012 - Other Supplies</li> <li>• 710014 - CCS Security Supplies</li> <li>• 710015 - Kitchen Supplies</li> <li>• 710018 - Intrusion Alarm Supplies</li> <li>• 710021 - Uniform Cleaning</li> <li>• 710023 - Orientation Kits</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>
5510	Printed and Electronic Reference Materials	710001 Reference Materials	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710002 - Subscriptions</li> <li>• 710017 - Student Text &amp; Supply Recovery</li> <li>• 711004 - CanCopy Copyright Charges</li> <li>• 724000 - Library Book Acquisitions</li> <li>• 724001 - Serial Acquisitions</li> <li>• 724002 - Madgic Books</li> <li>• 724003 - Bindings</li> <li>• 724004 - Games/Immersive Media Acquisitions</li> <li>• 724005 - Archives &amp; Research Collections</li> <li>• 724006 - Gift Acquisitions</li> <li>• 724007 - DVD Acquisitions</li> <li>• 724102 - Electronic Info Resources</li> </ul>

5600	Furniture and Furnishings	723001 Furniture Purchases <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 193000 - Equipment &amp; Furniture</li> <li>• 718000 - Major Renovations</li> <li>• 723000 - Equip/Computer items &lt;\$10,000</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> <li>• 723101 - Furniture Purchases &gt;\$10,000</li> <li>• 740020 - CIP - Furnishings</li> </ul>
7200	Construction, Renovations and Maintenance Services	717300 - Building Repairs/Maintenance	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 151010 - Phys Plt - Prepaid Signage Supplies</li> <li>• 620000 - Internal FMP Labour Charges</li> <li>• 713200 - Equipment Maintenance</li> <li>• 713201 - Furniture Maintenance</li> <li>• 713202 - Vehicle &amp; Cart Maintenance</li> <li>• 713206 - Vehicle Fuel</li> <li>• 717301 - Signage Maintenance</li> <li>• 717302 - Painting</li> <li>• 717303 - Locksmith</li> <li>• 717304 - Carpentry</li> <li>• 717305 - Roof &amp; Glass</li> <li>• 717306 - Floor &amp; Ceiling</li> <li>• 717307 - Mechanical</li> <li>• 717308 - Refrigeration</li> <li>• 717309 - Elevator Maintenance</li> <li>• 717310 - Electrical Maintenance</li> <li>• 717312 - Fire Prevention Maintenance</li> <li>• 717313 - Other Preventative Maintenance</li> <li>• 717314 - Facility Condition Assessment</li> <li>• 717315 - Landscape &amp; Grounds</li> <li>• 717317 - Controls Maintenance</li> <li>• 717319 - Stream &amp; Condensate Maintenance</li> <li>• 717320 - Daycare Maintenance</li> <li>• 717326 - Sheet Metal Maintenance</li> <li>• 718000 - Major Renovations</li> <li>• 722003 - Garbage Removal</li> <li>• 722210 - Recovery Special Services</li> </ul> <p style="text-align: right;"><b>Continued on the next page ...</b></p>

			<ul style="list-style-type: none"> <li>• 722013 - Contracted Facilities Maintenance</li> <li>• 740000 - CIP - Construction</li> <li>• 740010 - CIP - Equipment</li> <li>• 740020 - CIP - Furnishings</li> <li>• 740030 - CIP - Telecommunications</li> <li>• 740040 - CIP - Other</li> <li>• 740050 - CIP - External Fees</li> <li>• 740060 - CIP - Internal Project Mgmt Fees</li> </ul>
7800	Mail Services and Freight	712003 Courier & Freight Charges	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 712002 - Postage Expense</li> </ul>
7813	Storage and Storage Services	723000 Equip/Computer items <\$10,000	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710012 - Other Supplies</li> <li>• 710019 - Small Tool Supplies</li> <li>• 710025 - Shop Supplies Exp</li> <li>• 716504 - Storage Fees</li> <li>• 723100 - Equipment Exp &gt;\$10,000</li> </ul>
8000	Professional Technical and Administrative Services	720040 Other Professional Fees	<ul style="list-style-type: none"> <li>• 540001 - Other Recoveries - Operating</li> <li>• 620000 - Internal FMP Labour Charges</li> <li>• 620004 - Internal IMS Labour Charges</li> <li>• 620100 - Internal Labour Recovery</li> <li>• 710021 - Uniform Cleaning</li> <li>• 710003 - Computer Expenses</li> <li>• 713005 - IMS Equipment Rentals</li> <li>• 713203 - Software Maintenance</li> <li>• 716000 - Research and Publication</li> <li>• 716100 - Property, Liab, &amp; Boiler</li> <li>• 716400 - General Advertising/Publicity</li> <li>• 716405 - Faculty/Staff Replacement Searches to Commodity</li> <li>• 716500 - Space Rental Expenses</li> <li>• 716800 - Networking/Reception Expenses</li> <li>• 716900 - Staff Development</li> <li>• 716901 - Training &amp; Development Materials</li> </ul> <p style="text-align: right;"><b>Continued on the next page ...</b></p>

			<ul style="list-style-type: none"> <li>• 717110 - Research Subject Payments</li> <li>• 717200 - Honoraria/Guest Lecturer Fees</li> <li>• 717201 - Sponsorship &amp; Contribution Exps</li> <li>• 717210 - Research Assistant Services</li> <li>• 717211 - Other Supporting Research Services</li> <li>• 717303 - Locksmith</li> <li>• 718001 - Pre-Project Costs</li> <li>• 720000 - External Audit Fees</li> <li>• 720001 - Actuarial Fees</li> <li>• 720002 - Legal Fees</li> <li>• 720003 - Labour Relations</li> <li>• 720004 - Consulting &amp; Advisory Fees</li> <li>• 720020 - Physician &amp; Psychiatrist Fees</li> <li>• 720030 - Research Principal Investigator Fee</li> <li>• 721000 - Natural Gas &amp; Oil</li> <li>• 721002 - Electricity</li> <li>• 721004 - Water</li> <li>• 721006 - Boiler Supplies</li> <li>• 721008 - Utility Metering Costs</li> <li>• 722003 - Garbage removal</li> <li>• 722011 - Commission Expense</li> <li>• 722015 - Other Misc. Contracted Services</li> <li>• 729004 - Service Level Agreement Change</li> <li>• 740000 - CIP - Constructions</li> <li>• 740010 - CIP - Equipment</li> <li>• 740020 - CIP - Furnishings</li> <li>• 740030 - CIP - Telecommunications</li> <li>• 740040 - CIP - Other</li> <li>• 740050 - CIP - External Fees</li> </ul>
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8311	Telecommunications and Media Services	712000 Long Distance Charges	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 710003 - Computer Expenses</li> <li>• 711003 - Photography</li> <li>• 712004 - Internet Service Costs</li> <li>• 712005 - Translation Costs</li> <li>• 712006 - Ethernet/Line Charges</li> <li>• 712008 - Electronic Telecommunications</li> <li>• 712009 - Telephone Charges/Add'ns Charges</li> <li>• 712016 - Non-Recover. Ethernet/Line Charges</li> <li>• 716401 - Electronic Media</li> <li>• 717420 - Security Expenses</li> <li>• 718001 - Pre-Project Costs</li> <li>• 740000 - CIP - Constructions</li> <li>• 740010 - CIP - Equipment</li> <li>• 740020 - CIP - Furnishings</li> <li>• 740030 - CIP - Telecommunications</li> <li>• 740040 - CIP - Other</li> <li>• 740050 - CIP - External Fees</li> </ul>
9000	Travel Food Lodging Facilities and Entertainment	716800 Networking/Reception Expenses	<ul style="list-style-type: none"> <li>• 151000 - Phys Plt - Main Store Supplies</li> <li>• 716500 - Space Rental Expense</li> <li>• 716801 - Meal Expenses</li> <li>• 716805 - Networking/Reception-Site Visits</li> <li>• 717201 - Sponsorship &amp; Contribution Exps</li> <li>• 719000 - Student Recruitment</li> <li>• 719001 - Recruitment Events</li> <li>• 719002 - International Recruitment</li> <li>• 719100 - Travel - General Costs</li> <li>• 719101 - Travel - Surface Transportation</li> <li>• 719102 - Travel - Meals/Accommodations</li> <li>• 719103 - Travel - Airfares</li> <li>• 719104 - Travel - Registration Fee</li> <li>• 719200 - Faculty/Staff Recruit Travel - Genrl</li> <li>• 719201 - Faculty/Staff Recruit-Surface Transp</li> <li>• 719202 - Faculty/Staff Recruit-Meals/Accom</li> <li>• 719203 - Faculty/Staff Recruit - Air Fares</li> </ul> <p style="text-align: right;"><b>Continued on the next page...</b></p>

			<ul style="list-style-type: none"> <li>• 719300 - Field Trip Travel - General Costs</li> <li>• 719301 - Field Trip Travel - Surface Transportation</li> <li>• 719302 - Field Trips - Meals/Accommodation</li> <li>• 719400 - Visiting Research Travel - General</li> <li>• 719500 - Local Surface Transportation</li> <li>• 719502 - Parking Costs</li> <li>• 719600 - Staff Relocation Costs</li> <li>• 719601 - Student Moving/Transportation Costs</li> <li>• 719603 - General Moving/Relocation Costs</li> <li>• 719604 - General Lecturer Travel</li> </ul>
9400	Membership Fees and Contributions	716310 Society Membership Fees	<ul style="list-style-type: none"> <li>• 716300 - COU Membership Fees</li> <li>• 716301 - CAUBO Membership Fees</li> <li>• 716302 - Universities Canada Membership Fees</li> <li>• 716304 - Invest Ottawa Membership Fees</li> <li>• 716305 - Other Institutional Membership Fees</li> <li>• 717100 - Contrib'n to Student Group Activity</li> <li>• 717201 - Sponsorship &amp; Contribution Exps</li> <li>• 724101 - External Memberships &amp; Services</li> </ul>
T001	Honourarium	717200 Honoraria/Guest Lecturer Fees	n/a
T010	Bursary/Scholarship	728000 Undergrad Student Support	<ul style="list-style-type: none"> <li>• 728003 - Undergrad Operating Bursary</li> <li>• 728017 - Exchange Student Scholarships</li> <li>• 728024 - DCIE Bursary</li> <li>• 728103 - Ont Grad Scholar - MTCU Funded</li> <li>• 728111 - Grad Student Support General</li> <li>• 728113 - Emergency Bursaries</li> </ul>

T011	Prize/Award	728000 Undergrad Student Support	<ul style="list-style-type: none"> <li>• 710012 - Other Supplies</li> <li>• 711001 - Printing Costs &amp; Supplies</li> <li>• 716400 - General Advertising/Publicity</li> <li>• 716800 - Networking/Reception Expenses</li> <li>• 717122 - Campus Card Top-Ups</li> <li>• 719001 - Recruitment Events</li> <li>• 728003 - Undergrad Operating Bursary</li> <li>• 728017 - Exchange Student Scholarships</li> <li>• 728024 - DCIE Bursary</li> <li>• 728103 - Ont Grad Scholar - MTCU Funded</li> <li>• 728111 - Grad Student Support General</li> <li>• 728113 - Emergency Bursaries</li> </ul>
V040	Refund	No default	n/a
V050	Petty Cash	113000 Petty Cash	n/a