

eShop Commodity Code and Associated Account Codes Cheat Sheet *(current as of March 2026)*

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

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

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

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

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

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

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

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| | | | <ul style="list-style-type: none"> • 717110 - Research Subject Payments • 717200 - Honoraria/Guest Lecturer Fees • 717201 - Sponsorship & Contribution Exps • 717210 - Research Assistant Services • 717211 - Other Supporting Research Services • 717303 - Locksmith • 718001 - Pre-Project Costs • 720000 - External Audit Fees • 720001 - Actuarial Fees • 720002 - Legal Fees • 720003 - Labour Relations • 720004 - Consulting & Advisory Fees • 720020 - Physician & Psychiatrist Fees • 720030 - Research Principal Investigator Fee • 721000 - Natural Gas & Oil • 721002 - Electricity • 721004 - Water • 721006 - Boiler Supplies • 721008 - Utility Metering Costs • 722003 - Garbage removal • 722011 - Commission Expense • 722015 - Other Misc. Contracted Services • 729001 - Internal User Fee Expense • 729004 - Service Level Agreement Change • 740000 - CIP - Constructions • 740010 - CIP - Equipment • 740020 - CIP - Furnishings • 740030 - CIP - Telecommunications • 740040 - CIP - Other • 740050 - CIP - External Fees |
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| 8311 | Telecommunications and Media Services | 712000 Long Distance Charges | <ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 710003 - Computer Expenses • 711003 - Photography • 712004 - Internet Service Costs • 712005 - Translation Costs • 712006 - Ethernet/Line Charges • 712008 - Electronic Telecommunications • 712009 - Telephone Charges/Add'ns Charges • 712016 - Non-Recover. Ethernet/Line Charges • 716401 - Electronic Media • 717420 - Security Expenses • 718001 - Pre-Project Costs • 740000 - CIP - Constructions • 740010 - CIP - Equipment • 740020 - CIP - Furnishings • 740030 - CIP - Telecommunications • 740040 - CIP - Other • 740050 - CIP - External Fees |
| 9000 | Travel Food Lodging Facilities and Entertainment | 716800 Networking/Reception Expenses | <ul style="list-style-type: none"> • 151000 - Phys Plt - Main Store Supplies • 716500 - Space Rental Expense • 716801 - Meal Expenses • 716805 - Networking/Reception-Site Visits • 717201 - Sponsorship & Contribution Exps • 719000 - Student Recruitment • 719001 - Recruitment Events • 719002 - International Recruitment • 719100 - Travel - General Costs • 719101 - Travel - Surface Transportation • 719102 - Travel - Meals/Accommodations • 719103 - Travel - Airfares • 719104 - Travel - Registration Fee • 719200 - Faculty/Staff Recruit Travel - Genrl • 719201 - Faculty/Staff Recruit-Surface Transp • 719202 - Faculty/Staff Recruit-Meals/Accom • 719203 - Faculty/Staff Recruit - Air Fares <p style="text-align: right;">Continued on the next page...</p> |

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

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