

Purchasing Category Names and Natural Accounts

| Category Name | Use | Description | Natural Account | Natural Account Description | Non-PO Payment Request | Subcontracts | Non-Catalog Requisitions |
|---|-------------------|--|-----------------|--|------------------------|--------------|--------------------------|
| Advertising/Promotional - Non-Catalog | Non-Catalog Order | Advertising Services and Promotional Products (including Uniforms) | 6705 | Advertising/Promotional Expense | No | No | Yes |
| Books and Subscriptions | Non-Catalog Order | Books and Publication Subscriptions | 6125 | Books and Subscriptions Expense | No | No | Yes |
| Capital Equipment | Non-Catalog Order | Capital Equipment for Dining Svcs, Athletics, Other | 1750 | Equipment in Progress | No | No | Yes |
| Catering | Non-Catalog Order | Catering, Bartending, Event Services and Event Equipment Rentals | 6260 | Catering Expense | No | No | Yes |
| Construction - Professional Services | Non-Catalog Order | Construction Professional Services (Architects, Engineering Svcs, Inspection Svcs) | 1720 | Construction in Progress | No | No | Yes |
| Construction Expense - Capital | Non-Catalog Order | Construction Expense - Capital | 1720 | Construction in Progress | No | No | Yes |
| Events & Facilities Building Rental | Non-Catalog Order | Events & Facilities Building Rental | 6605 | Rent Expense - Buildings and Facilities | No | No | Yes |
| Fabricated Equipment | Non-Catalog Order | Fabricated Equipment Components | 1740 | Fabrications in Progress | No | No | Yes |
| Facilities Maintenance & Supplies | Non-Catalog Order | Facilities Maintenance Services & Supplies | 6405 | Repairs and Maintenance Expense | No | No | Yes |
| Food and Beverage | Non-Catalog Order | Food and Beverage Products (not Catering Services) | 6135 | Food and Beverage Expense | No | No | Yes |
| Furniture and Furnishings | Non-Catalog Order | Furniture and Furnishings - Non-capital Equipment | 6120 | Non-capital Equipment Expense | No | No | Yes |
| Furniture and Furnishings - Capital | Non-Catalog Order | Furniture and Furnishings - Capital | 1750 | Equipment in Progress | No | No | Yes |
| IT - Computer Software, Licenses, and Subscriptions | Non-Catalog Order | IT - Computer Software, Licenses, and Subscriptions | 6130 | Computer Software, Licenses, and Subscriptions Expense | No | No | Yes |
| IT - Equipment | Non-Catalog Order | IT - Non-capital Equipment and Hardware (including Copiers) | 6120 | Non-capital Equipment Expense | No | No | Yes |
| IT - Equipment - Capital | Non-Catalog Order | IT - Capital Equipment and Hardware (including Copiers) | 1750 | Equipment in Progress | No | No | Yes |
| IT - Professional Services | Non-Catalog Order | IT - Professional Services | 6205 | Services Expense - Professional | No | No | Yes |
| Lab Equipment - Capital | Non-Catalog Order | Laboratory Capital Equipment | 1750 | Equipment in Progress | No | No | Yes |
| Lab Non-capital Equipment | Non-Catalog Order | Laboratory Non-capital Equipment | 6120 | Non-capital Equipment Expense | No | No | Yes |
| Lab Supplies | Non-Catalog Order | Laboratory Supplies, Gases and Chemicals | 6105 | Lab Supplies | No | No | Yes |
| Lease | Non-Catalog Order | Leases for Equipment, Vehicles and Real Estate | 6615 | Lease Expense | No | No | Yes |
| Legal Professional Services | Non-Catalog Order | Legal Professional Services | 6215 | Services Expense - Legal | No | No | Yes |
| Non-capital Equipment | Non-Catalog Order | Non-capital Equipment for Dining Svcs, Athletics, Other and Equipment Rentals | 6120 | Non-capital Equipment Expense | No | No | Yes |
| Office Supplies | Non-Catalog Order | Office Supplies | 6110 | Office Supplies | No | No | Yes |
| Performing Artists - Non-Catalog | Non-Catalog Order | Performing Artists | 6205 | Services Expense - Professional | No | No | Yes |
| Photo & Video Production Services - Non-Catalog | Non-Catalog Order | Photo/Video/Audio Production and Project Services | 6205 | Services Expense - Professional | No | No | Yes |
| Photo/Video/Audio Equipment | Non-Catalog Order | Photo/Video/Audio Non-capital Equipment | 6120 | Non-capital Equipment Expense | No | No | Yes |
| Photo/Video/Audio Equipment - Capital | Non-Catalog Order | Photo/Video/Audio Capital Equipment | 1750 | Equipment in Progress | No | No | Yes |
| Printing & Distribution | Non-Catalog Order | Printing & Distribution Services | 6205 | Services Expense - Professional | No | No | Yes |
| Professional Services | Non-Catalog Order | Professional and Consulting Services | 6205 | Services Expense - Professional | No | No | Yes |
| Recruiting Services | Non-Catalog Order | Recruiting Services (Permanent and Temporary Labor) | 6205 | Services Expense - Professional | No | No | Yes |
| Relocation Services | Non-Catalog Order | Relocation Services | 6205 | Services Expense - Professional | No | No | Yes |
| Repairs and Maintenance | Non-Catalog Order | Repairs and Maintenance Services (All non-Facilities repairs or maintenance) | 6405 | Repairs and Maintenance Expense | No | No | Yes |
| Services - Other | Non-Catalog Order | Services (Laundry, Logistics, Security, Transportation, Travel, Other) | 6220 | Services Expense - Other | No | No | Yes |
| Supplies - Other | Non-Catalog Order | Supplies (Athletics, Art, Music, Theatre, Other) | 6115 | Supplies Expense - Other | No | No | Yes |
| Telecommunications | Non-Catalog Order | Telecommunications Services | 6235 | Telecommunication Expense | No | No | Yes |
| Training/Professional Development | Non-Catalog Order | Training/Professional Development Services | 6725 | Training/Professional Development Expense | No | No | Yes |
| Universities/Colleges/Govt/ Associations | Non-Catalog Order | Universities/Colleges/Govt/ Associations (including VUMC SLA) | 6220 | Services Expense - Other | No | No | Yes |
| Utilities - Electric | Non-Catalog Order | Utilities - Electric | 6510 | Utilities Expense - Electric | No | No | Yes |
| Utilities - Gas | Non-Catalog Order | Utilities - Gas | 6505 | Utilities Expense - Gas | No | No | Yes |
| Utilities - Other | Non-Catalog Order | Utilities - Other | 6520 | Utilities Expense - Other | No | No | Yes |
| Utilities - Water | Non-Catalog Order | Utilities - Water | 6515 | Utilities Expense - Water | No | No | Yes |
| Advertising/Promotional - Non-PO | Non-PO Payment | Advertising Expenses (Print or publication ads) | 6705 | Advertising/Promotional Expense | Yes | No | No |
| Miscellaneous Expense | Non-PO Payment | Miscellaneous Expense | 6740 | Miscellaneous Expense | Yes | No | No |
| Non-Employee Travel/Expense Reimbursement | Non-PO Payment | Non-Employee Travel/Expense Reimbursement | 6305 | Travel Expense - Domestic | Yes | No | No |
| Performing Artists - Non-PO | Non-PO Payment | Performing Artist - Single Engagement <\$5000 | 6205 | Services Expense - Professional | Yes | No | No |
| Photo & Video Production Services - Non-PO | Non-PO Payment | Photo/Video/Audio Services - Single Engagement <\$5000 | 6205 | Services Expense - Professional | Yes | No | No |
| Postage, Freight and Shipping | Non-PO Payment | Postage, Freight and Shipping | 6140 | Postage, Freight and Shipping Expense | Yes | No | No |
| Prizes/Awards | Non-PO Payment | Prizes/Awards (includes Florists - not for Events) | 6715 | Prizes/Awards Expense | Yes | No | No |
| Royalties | Non-PO Payment | Royalties | 6220 | Services Expense - Other | Yes | No | No |
| Subject Participation | Non-PO Payment | Subject Participation | 6240 | Subject Participation Expense | Yes | No | No |
| Training/Professional Development | Non-PO Payment | Training/Professional Development (includes Conference registration fees) | 6725 | Training/Professional Development Expense | Yes | No | No |
| Travel - Domestic | Non-PO Payment | Travel - Domestic | 6305 | Travel Expense - Domestic | Yes | No | No |
| Travel - Foreign | Non-PO Payment | Travel - Foreign | 6310 | Travel Expense - Foreign | Yes | No | No |
| Visiting Speakers/Faculty | Non-PO Payment | Visiting Speaker/Faculty Honoraria or Single Engagement <\$5000 | 6245 | Visiting Speakers/Faculty Expense | Yes | No | No |
| Universities/Colleges/Govt/ Associations - Subcontracts | Subcontracts | Universities/Colleges/Govt/ Associations - Subcontracts | 6220 | Services Expense - Other | No | Yes | No |