

<b>New Code</b>	<b>New Description</b>	<b>Notes - Call Purchasing x 3340 or x 6341 for assistance.</b>
01000	Acoustic Tile, Insulating Materials and Supplies	Includes ceiling, insulation and sound proofing materials
02500	Air Compressors And Accessories	Includes, parts, accessories, maintenance and repair
03100	Air Conditioning, Heating, Parts And Accessories	Includes ventilating equipment, all HVAC parts, accessories, maintenance and repair
03752	Promotional and Advertising Products	All specialty items with WWU related themes to promote or support an activity, e.g. water bottles, banners, socks, clothing
04500	Appliances & Non-Commercial Equip-Lounge, Breakroom	Includes refrigerators, coffee makers, microwave, hot plates for office occasional use
05000	Art Equipment and Supplies, All Types	Purchased items, Includes items for art and industrial design, e.g. kilns, molds, paint devices
05500	Automotive Accessories For Automobiles, Buses, Trailers, Trucks	Includes all accessories on a vehicle, truck or trailer
06000	Automotive And Trailer Equipment And Parts	Parts and Equipment for Auto & Trucks Includes wheel bearings
07100	Automobiles, Purchased, All Types, Gas/Diesel or Hybrid	See 975 series for rental of vehicles, trucks and trailers
07101	Automobiles, Purchased, Electric	Use for all purchased electric vehicles including bicycle except trucks
07200	Trucks, Purchased, All Types, Gas/Diesel or Hybrid	See 975 series for rental of vehicles, trucks and trailer
07201	Trucks, Purchased, Electric	See 975 series for rental of vehicles, trucks and trailer
07300	Trailers, Purchase All Types	Includes trailers purchased for transporting machinery, equipment or athletic/sporting goods
07500	Automotive Shop Equip & Supplies	For machinery and shop equipment
11000	Belts And Belting	Includes Automotive And Industrial belts
11500	Chemicals, Medical & Research,	For All Types of general chemicals involved in research not used at SPMC (Biochemical, Research chemicals)
11501	Chemicals, Lab Shannon Pt Marine Ctr	For All Types of general chemicals involved in research for use at Shannon Point Marine Center (Biochemical, Research chemicals)
12060	Boats & Motors Marine Equip & Supplies	Including repairs & Supplies Purchased, All Types Includes all types watercraft , parts, repair and supplies for SPMC, SEA Discovery, Lakewood and student clubs
15000	Construction and Building Supplies	General category includes bricks, casements, cabinets cement doors, grout, drywall door and window screens, tape, twine. Misc. Equipment and Supplies for Maintenance and Repair Shops

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16500	Kitchen Equip & Appliances, Commercial	Food service equipment purchased for dining areas
17500	Chemical Laboratory Equipment & Supplies	Glassware, Gloves, Primarily used by Chemistry Department for future breakdown of inventory items. Non-Chemistry depts use 49000 for lab equipment and supplies.
19000	Janitorial Cleaning Supplies including Chemicals and Solvents	Includes equipment and chemicals. Does not include Paper goods such as paper towels see 64000 . For Equipment and other items see 48500
20010	Athletic clothing including footwear	Clothing or uniforms used for any of the athletics teams or sports clubs
20086	Uniforms, Purchase or rental	All employee uniforms required to perform job function, purchased or periodic rental
20092	Clothing, and Shoes, work related	Primarily for purchased of work clothes, boots, shoes, outdoor wear that is reimbursable under bargaining agreements
20400	Computer Hdwr & Perip Desktop, Laptop, Tablet	Includes equipment purchase, repair and maintenance and warranty
20482	Computer Printers, Purchased Equip, Parts & Svcs	Includes all printers including multi-function Laser or Inkjet,. See 20772 for ink and toner
20600	Computer Hdwr & Peripherals - Enterprise Servers	For campus wide servers, equipment and supplies, includes storage equipment.
20700	Computer Accessories & Supplies	Use for mice, cables, misc items, external hard drives, web cameras, keyboards
20772	Printer Accessories and Supplies: Inks Cartridges,	Includes toner/ink refills, accessories e.g. feeders, trays, cabling, but not paper or repairs
20800	Computer Software for Office Computers	Includes original license, upgrades and periodic and annual maintenance fees
20900	Computer Software for Enterprise Networked Servers	Includes original license, upgrades and periodic annual maintenance fees for enterprise wide applications
21000	Concrete Products and Services	Includes Culverts, Pilings, Molds, curbs, Septic Tanks, Accessories And Supplies
22000	Industrial Control Equipment and Supplies	Includes controls for HVAC, fire suppression, steam plant, electrical distribution
26500	Draperies, Blinds Upholstery Material & Services	Includes Automobile Upholstery

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26900	Drugs, Vaccines & Pharmaceuticals	All Pharmaceutical items purchased, primarily for Student Health Center, but includes lab or research
28500	Electrical Equipment and Supplies	Includes hardware and components but not cable and wire
29000	Energy Collecting Equipment And Accessories: Solar And Wind	Use for alternative energy Equipment, parts and Services
29570	Elevators Inspection, Parts and Repair Services	Costs related to all inspections, repair and maintenance of elevators and escalators
31000	Envelopes, Plain or Printed	All sizes of envelopes either blank or preprinted
31888	Bus Passes, Tokens or Charges	Does not include bus charter services
32000	Fasteners: Bolts, Nuts, Pins, Rivets, Screws, Etc.	Incl. Packaging, Strapping And Tying Equipment And Supplies
34000	Fire Protection Equipment & Supplies	Fire Protection Equipment Fire Extinguishers, Life Vests, Fall Arrest Gear, Confined Space, Personal Protection Devices
34500	First Aid and Safety Equipment Supplies	Includes all first aid and safety equipment and supplies,
36000	Floor Coverings, All	Floor Covering, also covers Installation And Removal Equipment, And Supplies
39300	Foods: All Bakery, Frozen, Perishable, Staple Products All	Covers candy Snacks, pizza, coffee, tea, all beverages except alcoholic. Does not include catering.
40500	Fuel, Oil, Grease And Lubricants	All types of lubricants including bulk petroleum products
42000	Furniture - Dorm, Library, Lounges, Classroom	(See 42500 for Office Furniture)
42034	Furniture and Fixtures, Miscellaneous	Could include Folding chairs, counters, safes, partition hardware, mailroom bins, stools, mirrors,
42068	Mattresses, Pillows, Beds, Bedding, Towels	Includes all types of mattress and bedding items, mostly related to dorm areas and conference service items
42500	Furniture, Office	Desk, tables, bookcases, lamps, cubicle parts and pieces. Use 42000 for furniture in Dorms, Library, Lounges and Classrooms.
43012	Gases, Compressed & Liquefied, All Types	Includes contents, Dewards and cylinder rental
44000	Glass And Glazing Supplies	Does not include ready to install windows - use 15000
44500	Hand Tools Power & Non-Power Access and Supplies	Includes power and non power hand tools, accessories and supplies
45000	Hardware and Related Items	Includes adhesives, bins, chain, garbage cans, glides, hasps, nails, measuring devices, pulleys, rope, window hardware, tarps, wire & accessories Does not include fastens - see 32000

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45055	Access Control Equipment and Supplies	Includes lock and key hardware, electronic readers, handles, building entry controls. Use 15000 for doors.
46000	Hose Accessories & Supplies	Includes air, water, commercial and garden hose items
46500	Medical Instr, Equip & Supplies	Medical Instruments, Equipment & supplies, primarily used by the Health Center
48500	Janitorial Equipment and Supplies General	Includes scrubbers, vacuums, polishers, sprayers, dispensers. See 19000 for cleaning chemicals
49000	Lab Equip, Supplies & Accessories General Research	Includes microscopes, scanning electron, all types (only separated out because tends to be very expensive)
51500	Grounds Maintenance Equip & Accessories	Includes lawn equipment, fertilizers, tools, supplies Does not include plants or sod - see 59500 for plants.
54000	Lumber, Siding, And Related Products	All types of lumber and siding materials, not including hardware
54533	Metalworking Equipment incl Parts & Repair Services	All types of metalworking equipment-lathes, mills, turning, CNC, cutting tools, files, etc and parts or repairs to same
54536	Woodworking Equipment incl Parts & Repair Services	All types of woodworking equipment-lathes, planers, saws, drill presses, sanders, hand tools, etc and parts or repairs to same
54560	Printing Equip, Supplies, Parts & Repair Services	All types of equipment typically used in a print center, does not include laser or ink jet printing, paper or machine rental charges
56000	Material Handling Equipment incl Parts and Repair Services	Includes, pallet jacks, forklifts, moving equipment. Includes purchase, maintenance and repair, see 97500 for rental of construction equipment.
57000	Metals: Bars, Plates, Rods, Sheets, Strips,	Includes Structural Shapes, Tubing, And Fabricated Items
58000	Musical Items, Instruments & Accessories,	Covers instruments, Music Sheets & Books Purchases, Repairs
59500	Nursery (Plants) Stock, And Supplies	Includes all plants, seed, sod, fertilizers, weed control
60000	Office Machines, Equip & Accessories	Includes shredders, laminators, collators/sorters, mechanical time stamps, large calculators-does not include printers
61500	Office Supplies	Does not include toner, ink (see 20772,) or paper products.
63000	Paint, Coatings, Varnish, And Related Products	All sealers, paints, varnishes and wallpaper, and supplies used in the application-brushes , rollers, tapes and cleaners
64000	Paper And Plastic Products, Disposable	All paper products, plates, cups, hand towels and toilet tissue except paper for office use.

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64500	Paper - For Office, Lab & Print Shop Use, No recycle content	Paper with no recycle content, any size, any color
64600	Paper, All Types, 100% Recycle Content	Paper with 100% recycle content, any size, color
64601	Paper, All Types, Less Than 100% Recycle Content	Use for all sizes, colors, types if paper has any recycled content less than 100%
65500	Photographic Equip	Still/digital cameras, lenses, bags - use 84000 for video camera and sound recording equipment
65800	Pipe, Tubing, And Accessories	Includes all pipe materials, steel, concrete, plastic
66000	Alcoholic Beverages & Permits	All Types. Includes Banquet Permits
66500	Plastic Materials Equip incl Parts and Repairs Services	Includes, Plastics, resins, fiberglass: construction, forming, laminating & molding Equipment, machinery & Supplies, Accessories.
67000	Plumbing Equipment, Fixtures, And Supplies	Also includes plumbing Services. Includes everything except pipe (See 65800)
67500	Pesticides And Chemicals	All treatment chemicals and application equipment related to pest control and mold prevention
68000	Police Equipment and Supplies	Includes all Police Protection, Crime Detection and Prevention Equipment & Supplies except for firearms and rifle
68052	Firearms & Accessories	Includes handguns,rifles, shotguns and ammunition
71000	Audiology Equipment, Parts and Repairs	Includes Audiology and Ophthalmological Equipment, hearing aids and other specialty prosthetic items, pruchase and repair
71510	Subscriptions, Periodicals and Newspapers	Examples-New York Times, Chronicle of Higher Ed, Wall Street Journal, Magazines
71512	Books & Pamphlets	Includes Reference Materials, Textbooks
72600	Radio Communication Equip, Accessories & Supplies	Radios, video, traffic control, equipment, and supplies
77000	Roofing Materials Supplies & Services	Materials for roofing and repairs-shingles, tiles, flashing, coatings and services to apply or install
78500	School Equip & Instructional Supplies	Use for academic instructional items that have no other code
80300	Sound Recording, Reproduction Equipment &Services	Includes sound studio items, paging systems, intercom systems, electronic sound equipment.

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80500	Sporting Goods, Athletic Equip & Athletic Supplies	Includes, maintenance, repair and service of items. Covers recreational outdoor equipment except boats.
82000	Steam Heating Equip & Supplies	Includes parts, supplies for Steam And Hot Water Boilers.
83000	Tanks, Storage, includes purchase or repair	Above ground and underground storage tanks all material types, purchase, repair or inspection
83800	Telecommunication & Networking Equipment & Services	Cable, fiber, consoles, networking and switch gear, for enterprise Infrastructure applications, new equipment, repair and maintenance parts/services
83900	Telephone Equip, Accessories & Services	Includes handsets, sat phones headsets for office use and services . Does not include cell or mobile - See 91575
84000	Television Equipment And Accessories	includes TV's, VCR, Broadcast Equipment See Still camera and equipment see 65500 and Television studio equipment and Services. Does not include Cable TV Services
84500	Testing Apparatus Instruments & Service	for Construction & Facilities Use - For parts, equipment purchase , repair of testing and calibration equipment
85500	Theatrical Equipment Supplies and Services	Use for Performing art and theatre supplies. Lightening and Sound set up services. Does not include performers and speakers.
86300	Tires And Tubes	For vehicles, includes Recapped/Retreaded Tires. Use recreational and sporting goods for bicycle tires.
88000	Audio Visual Education Equipment And Supplies	Film Editing, Projectors, pointers, Include projection lamps, video cameras, microphones
89500	Welding Equipment incl Parts and Repair Services	Does not includes Gases, See 43012 for gases.
90638	Architect & Engineering Services	Architect and Engineering Consulting
90925	Prefab or Modular Structures, All Types	Covers purchases, rent, repair and Supplies. Would cover mobile units for temporary office.
91027	Utilities: Garbage/Trash Removal	Includes disposal or treatment.
91077	Water Purification Services & Equipment	Includes both laboratory or student/staff use, filters, - also includes water delivery services
91515	Internet and Web Services	Includes: Information Highway Electronic Services (Internet, World Wide Web, Virtual Tours. Expanded to include web design and domains
91524	Utilities: Cable, Broadcast or Satellite Svcs	Includes cable Television

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91571	Newspaper Publication or other Advertising	Includes Advertising, marketing services, public relations and bid solicitation advertising. Does not include subscriptions
91575	Mobile or Cellular Telephone Equipment & Services	Includes cell telephone equipment. See 83900 for analog or digital telephone equipment, handsets, parts
91800	Consulting & Professional Services	Use when outside consultants hired and a specific service is not otherwise listed.
91828	Computer Hardware & Network Consulting	Covers Services and equipment design, installation. Does not cover annual maintenance. Use 20400 or 20600 for annual maintenance on computer equipment.
91829	Computer Software Consulting including implementation	For services relating to software. Does not include annual maintenance and warranty. Use 20800 or 20900 for annual support and maintenance.
91878	Medical Services and Consulting	Physicals exams, Drug Tests, Outside medical services not performed on campus, including hospital or urgent care visits
92416	Training Services	Includes course development, instructional and training
92419	Analysis-Collaborative Research	Services involving collaborative research and other schools and universities
92420	Test Administration & supplies	Academic testing Services including supplies and test materials
92476	Student Activities Services	Services Directly Benefiting Students, Client Service, course development for WWU students would be covered here.
92478	Teaching and Instruction Services	Includes editing, proof reading, teaching extended education classes. Covers Elementary and Secondary Education, Higher Education and Adult Education. Use 92476 when WWU students are only clients of service.
92645	Hazardous Material Evaluation and Removal Services	Also includes waste disposal.
92800	Rental & Lease Expense for Equipment	Use for equipment leases except vehicles, copy machines and construction related rentals. Use 97500 for construction rentals. See 97100 for real estate or space/Building lease or rentals. Use 98527 for Copy Machines. Use 97588 for vehicle and truck leasing.
93443	Laundry Equip Parts and Repair Services	

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94631	Accounting/Banking/Financial Services	Does not include audits or collection agency services. Would cover ATM services.
94633	Collection Services, Financial Debt	Collection services for student loans, parking or any debt to the the institution
94635	Credit Card Charges	
94660	Auditing Services Expense	Services for outside auditing, fees and all related expenses
94961	Royalty Distribution	
95352	Insurance Products and Services	
95405	Laundry & Linen (Mats) Rental Services	rental and ongoing services for items other than uniforms.
95635	Online Informational databases subscriptions	Examples-Lexis/Nexus, Bloomberg Library Services (Incl. Research And Subscription Services). Does not include annual online software subscriptions where the software performs a service.
95882	Archive & Record Management	Covers Document destruction Services
95892	Travel Management Services	Cover third party service providers including foreign providers
96109	License, Fee, or Permit Expense	Use for occupancy or building type permit fees, or Professional Engineer License, Nursing Certification Includes permit fees, on going license for professionals, and equipment annual certification and all fees charged by Federal, State, County or City except taxes.
96111	Aircraft Charter Services	Includes helicopter services
96113	Bus Charter Services	
96115	Vending Services	
96130	Employment Agency & Search Firm Services	Includes Background Investigations, Drug testing for employment, Student Engagement and search firm services and expenses.
96138	Food Catering and Preparation	Aramark and other hired catering services. Does not include items purchased and brought to campus such as pizza.
96145	Inspection and Certification Services	
96146	Interpreter & other Assistive Services	For foreign language, hearing and visually impaired
96149	Legal Services	Includes Labor relations and other legal consulting including land use.
96163	Relocation and Moving Expenses	For personnel, offices, equipment, pianos



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96182	Travel Transportation Services	Covers Air, ground, ferry services and expenses. See 96113 for Bus Charters, 97130 for lodging. Could include rental car or car expenses could be broken out to 97514
96183	Utilities - Electric	
96184	Utilities - Natural Gas	
96185	Utilities - Water	Does not include bottle water for departments - use 91077 for water delivery services.
96196	Purchased Services	For services that are not classified as professional such as snow removal, window/gutter cleaning, use when a more descriptive code is not available
96205	Performance and Speaker Fees	Covers Entertainment Services (Incl. Performing Arts Professionals) . Use for lecturers.
96221	Cleaning Services	
96224	Courier Services, Mail, Packages FedEx, UPS	Use 96286 for freight and delivery expenses that are not courier services. Use 96357 for postage (USPS).
96286	Installation and/or Freight	Shipping costs. For transportation of goods, and installation of items
96316	Accreditation Fees and Expenses	
96337	Conference/Convention Fees and Registration	Includes fees for conference registration, fees for hotels, speaking rooms. Does not include normal lodging expenses. Could include one day meetings.
96348	Membership Dues and Fees	Membership fees -- usually an annual fee
96357	Postage Related Purchases inc stamps	Includes stamps and meter refills. Does not include postage meter and mail equipment purchase, rental and lease expenses.
96379	Taxes - includes State tax and Vendor surcharges	
96650	Printing Services through Internal Print/Copy Center	
96657	Printing Services, Purchased from Outside Services	For use by Print and Copy Only, outside printing is to be referred to vendors by Copy Center.
96672	Trademarks/Copyrights/Intellectual Property, Fees	Fees associated with establishing or protecting any form of intellectual property
96800	Public Works & Related Services	Do not use for Architectural Services

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97100	Rent, Lease, Purchase Real Estate, Land/Bldg	Use for purchase of real Estate or buildings. Also covers rent of real estate, offices, not equipment. Includes short term rentals.
97130	Lodging Expenses	Includes all Lodging expenses foreign and domestic
97500	Construction or Material Handling Equipment Rental	Rentals involved for lifts, scaffolding, other. Rent or Lease, All Types.
97514	Automobiles, Passenger Rent or Lease, All Types	Covers all automobile rentals See 07104 for purchase of vehicles
97584	Trailer Rental or Lease	Trailers for hauling and storing items, use Pre-fab 90925 for mobile structures.
97588	Utility Vehicle or Trucks, Rent or Lease	See 07200 for purchase of trucks. Includes Gas/Diesel/Electric or Hybrid
97737	Film/Video Rental	Film, Movie and Video Tape Rental or Lease
98527	Copy Machines or Multifunction Rental or Lease	Primarily used by Printing Services for campus rental program.
98554	Mailing Services & Equipment rental	Includes rental, leasing, servicing and repair of mailing equipment. Does not include FedEx or UPS charges, see Courier Services
98836	Landscaping and Grounds Service	Includes tree trimming. Does not include Ground Service Equipment nor Plants.
99000	Security Safety & Emergency Services	Includes Armored car Services, Disaster Recovery Services, Polygraph Services, Guard and Security Services . Does not include fixed building access control security and alarms
92405	Advisory Services, Educational incl Honorariums	Subject matter experts who present or perform to classes, student groups or faculty or foundation/alumni events
08078	Recognition, Incl trophies, plaques, awards	Includes trophies, plaquest, retirmeent gifts, certificates, used in reconigation
95016	Grants, Costs charged to a grant, except Travel	Costs related to fulfilling grant obligations except for travel, food or lodging expenses
95056	Grants, Travel & Other similar expnses	Costs related to fulfilling grant obligations related to travel, conference fees, registrations
95060	Grants, Subawards and SubRecipients	Costs related to fulfilling grant obligations when involving either a subrecipeint or a subcontracted award of a portion of the work



NIGP Codes in Banner June 2018






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