

**CREDIT CARD GL/ITEM NUMBER LISTING**

5410	<b><u>Animals &amp; Animal Supplies</u></b> Animal supplies – reusable & disposable cages, clippers, shipping containers, etc. Feed & Bedding – fruits, vegetables, hardwood chips, etc. <b>(NIH Only)</b> <b>Note: No animals</b>
5420	<b><u>Occupational Clothing &amp; Safety Supplies</u></b> Clothing (jump suits, scrub suits, lab coats, etc.), gloves (vinyl, cotton, asbestos, etc.), Footwear (sneakers, booties, etc.), eye wear (goggles, shields, etc.) hearing protection, respirators, signage-hazardous, warnings, hazardous waste containers, etc.
5430	<b><u>Biologicals</u></b> Sera (bovine, chicken, etc.) tissue culture media, enzymes, peptides, oligonucleotides, Chemicals, reagents, biochemicals, buffers, kits (sequencing, diagnostic, pharmaceutical), alcohol swabs, distilled water, molecular grade water, etc. <b>Note: No Controlled Substances or regulated chemicals</b>
5450	<b><u>Industrial Supplies</u></b> Maintenance supplies, bags, shipping supplies, all batteries, replacement parts, UPS, keys, light bulbs, waste receptacles, ice cream cartons, freezer boxes, plasticware, spray bottles, etc.
5455	<b><u>Cleaning Supplies &amp; Toiletries</u></b> Cleaning compounds, janitorial supplies (must use Custodial Services) Personal hygiene items <b>* (special approval required)</b>
5460	<b><u>Laboratory Supplies</u></b> Glass and plastic ware (pipettes, beakers, tubes, etc.), consumables (filter paper, bench covers, etc.) medical supplies, etc. <b>Note: No controlled substances or regulated chemicals</b>
5470	<b><u>Administrative Supplies and M&amp;S Equipment</u></b> Pens, paper, notebooks, diskettes, all film (x-ray and non-x-ray), printer cartridges, heaters, etc. Food/groceries, drinking water, <b>(special approval required)*</b> Communication equipment, facsimile machine, two-way radios Electrical appliances, such as freezer or refrigerator (all but large commercial size), microwave oven Audio or visual equipment such as VCR, television, camera (non-digital), DVD player, video recorder, camcorder, laser disc player, voice recorder/transcriber. All items must be decaled. <b>Note: see 5473 for wireless communication service fees.</b>
5471	<b><u>Reprints</u></b> Reprints, manuscripts, processing fees, abstracts, etc.
5473	<b><u>Telephone &amp; Telegraph</u></b> Wireless communication service fees. <b>See Cellular/Wireless Standard Procedure D301 in Administrative Handbook*</b>
5474	<b><u>Printing &amp; Reproduction</u></b> Services and supplies provided by vendors outside NCI-Frederick for printing and reproduction (film processing), etc. <b>For Use by SPGM &amp; HR Department only or Special Approval required.</b>
5475	<b><u>Subscriptions</u></b>

	Subscriptions for journal or other job related publications. <b>Note: Must verify with Purchasing personnel (Andrea Turner, x1702) that journal is NOT available from the Subscription Service, currently Swets</b>
5476	<b>Dues</b> Dues for memberships to mission-related organizations. <b>For Contractor personnel only.</b>
5477	<b>Books</b> Data entry for ALL books must list exact title and ISBN. All books must be stamped with property stamp ( <b>stamp available from the Central Supply Warehouse.</b> )
5479	<b>Material Transfer</b> Materials obtained through Material Transfer Agreements.
5480	<b>Computer Hardware &lt;\$5,000</b> Memory, printers, digital cameras, modems, monitors, scanners, etc. All items must be decaled. <b>Note: No capital equipment</b> <b>Note: Desktop computers (PC &amp; Mac), laptops and disk drives (must be requisitioned on a Purchase Request and submitted to the Purchasing Department.)</b>
5481	<b>Computer Software and Licenses</b> Purchase and upgrades of software. Includes apps. <b>Note: Operating System Software and Licenses (must be requisitioned on a Purchase Request and submitted to the Purchasing Department.)</b>
5514	<b>Audio</b> Video seminar such as webinars, or conference.
5515	<b>Recruitment Expenses</b> Costs associated with Human Resource recruitment functions. Includes applicant hotel costs only for interview. <b>For use by Human Resource Department only.</b>
5520	<b>NCI-Frederick Seminars, Workshops, &amp; Symposiums</b> Costs associated with seminars, workshops and symposiums coordinated by NCI-Frederick. <b>For Use by Conference Planning Department Only</b>
5730	<b>Miscellaneous</b> For specific one time expenses which do not relate to any other established account.
5731	<b>Postage</b> Mailing contract-related materials.
5760	<b>Service Maintenance Agreements</b> <b>For use by ALS Purchasing Equipment Maintenance Team only.</b>
5762	<b>Software Support</b> Software Support for existing Software Applications (that do not require a signature)
5763	<b>Time and Material Repairs</b> Repairs charged on a time and material basis.
5780	<b>Research Support Services</b> Contracted professional services, e.g. collecting tissue specimens or blood samples, cell production services, testing, lab tests, fellowship programs, medical or veterinary services.
5781	<b>Library Services and Searches</b> Online database services, e.g. NTIS, Fedlink, Network Office, etc.

5782	<b>Animal Related Services</b> Contracted services, specifically related to research animals.
5783	<b>Validation Services</b> Validation Services.
5790	<b>Administrative Services</b> Relocation of equipment, offices, animal transport, laundry, license fees (NRC, CDC, etc.), copying services, printing services, film processing.
5899	<b>Incentives</b> Employee incentive purchases. <b>Note: Special Approval Required*</b>

**\*For all Special Approval Items, contact Cindy Farling, x5415 or Joyce Shelton, x7043.**