PRODUCT CODE GUIDE

Object Type	Product	Description	Product Group	Example
Administration	1067	Legal Fee Expense	8600	Legal Services for Leases, Charitable Matters, Institutional
	1068	Consulting Fee Expense	8610	Studies, Design and Construction Consulting, Surveys
	1069	Institutional Membership Expense	8620	Student Membership, Program Membership
	1071	Professional Fee Expense	8640	CE Instructors, Leadership Support, Exam Scheduler, Implementation Support, Partner Contributions, Server Installations, Photography, Recruitment, Workshops, Curriculum Development
	1072	Agent Fee Expense	8650	Agent Commissions
	1073	Audit Expense	8660	Auditor Fees
	1066	Brokerage Fee Expense	8570	Customs Brokerage, i.e. World Wide Customs
	1081	Learning Assessment Expense	8330	Assessment Testing, Qualitative Fit Testing
	1059	Subscription Expense	8460	Annual Subscriptions for Cloud platforms, Facebook, HR Insider
	1060	Promotion Expense	8500	Advertising via online, Radio, Newspaper, Message Boards, Bus Ads, Sponsorships, Promotional products, i.e., hats, pens, shirts
	1087	Mobile Devices	8030	Mobile Device Monthly Plans (TELUS)
Ancillary	1024	Ancillary Services - Food	6020	Food
	1025	Ancillary Services - Non-Alcoholic	6030	Non-Alcoholic Drinks
	1026	Ancillary Services - Liquor	6040	Liquor
	1027	Ancillary Services - Supplies	6050	Supplies - non food items
Bookstore	1086	Bookstore Purchases/Sales	6000	Bookstore Purchases
	1065	Freight Expense	8560	Delivery Fees
IT Purchases	1075	Licence Expense	8135	Licence Expense for Software, Programs
	1048	Audio/Visual Supplies Expense	8340	AV, Speakers, Projectors, Mobile TV Stands, Conferencing System
	1049	Computer Software Expense	8350	Computer Software Expense
	1050	Computer Hardware Expense	8360	Laptops, Desktops, Keyboards, Monitors
	1082	Environmental Fee Expense	8100	Computer and Technology Fees, Environmental Fees

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Object Type	Product	Description	Product Group	Example
Leases and Rentals	1044	Property Leases and Licences	7300	Property Leases and Rentals
	1051	Space Rental Expense	8125	Classroom, Arena Space Rentals
	1052	Lease and Rental Expense	8130	Equipment, Storage, Postage Lease and Rentals
	1045	Insurance Expense	7400	Property Insurance, Building Insurance
Library	1054	Periodicals Expense	8410	Periodicals Expense
	1055	Inter-Library Loan Expense	8420	Inter-Library Loan Expense
	1056	Library Books Expense	8430	Library Books Expense
	1057	Library Database Expense	8440	Library Database Expense
Maintenance Services	1035	Recycling Services	7080	Recycling Services
	1036	Snow Removal Services	7080	Snow Removal Services
	1071	Professional Fee Expense	8640	Project Management, Security, Architectural, Painting, Landscaping, Tree Removal, Janitorial, Linen Services, Locksmith, Water Vac
	1039	Equipment Repair/Maintenance	7100	Appliances, Equipment, Structural, Elevator Testing, Alarm Monitoring, Network Programming, Parking Lot upkeep,
	1040	Vehicle Licence/Insurance	7220	Vehicle Insurance
	1042	Vehicle Maintenance	7200	Tires, Oil Changes, Repairs
	1043	Fuel Products	7050	Propane rental and filling, Diesel, Gasoline
	1041	Vehicle Fuel	7210	Fleet Vehicle Fuel
Printing and Mail/Courier Services	1062	Printing Expense	8520	Viewbooks, CE Calendars, Signs, Stickers, Printing Services, Tickets
	1063	Photocopying Expense	8530	Photocopy Fees, i.e. Ricoh
	1065	Freight Expense	8560	Delivery Fees
	1064	Postage & Courier Expense	8550	Purolator, Canada Post

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Object Type	Product	Description	Product Group	Example
Supplies	1037	Furniture Purchase	7120	Chairs, Desks, Bookshelves
	1038	Equipment Purchase	7130	Purchases over $5K and life over a year. Under <$5K code to supplies
	1046	Supplies Expense	8100	Various supplies for programs and departments
	1065	Freight Expense	8560	Delivery Fees
	1082	Environmental Fee Expense	8100	Battery, Environmental Fees
Events and Travel	1076	Transportation Expense	8140	Shuttles, Taxi, Bus, Vehicle Rental
	1077	Third Party Travel Expense	8205	CE Instructors Travel and Motel
	1079	Event Admission Expense	8210	Tours, Events, Conferences, Presentations
	1080	Field Trip Expense	8320	Vehicle Rental, Overnight Fees
Utilities	1028	Utilities - Electricity	7000	Utilities - Electricity
	1029	Utilities - Natural Gas	7010	Utilities - Natural Gas
	1030	Utilities - Water/Sewage	7020	Utilities - Water/Sewage
	1031	Utilities - Garbage	7020	Utilities - Garbage
	1032	Utilities - Internet	7030	Utilities - Internet
	1033	Utilities - Line Charges	7040	Utilities - Line Charges
	1034	Utilities - Cable	7045	Utilities - Cable