# Common Spend Categories in Workday

<table>
<thead>
<tr>
<th>Category</th>
<th>Description</th>
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</table>
| **Catering, Entertainment, Food and Hotels** (All catering should be on a Service line) | SC08623  Food Service  
SC08624  Entertainment - Food, Beverage, Reception  
All orders for Compass Group / Supplier ID # P15451009 / formerly “Chartwells”  
SC08625  Entertainment - Other  
SC08208  Food Supplies  
SC08619  Meetings - Subsistence  
SC08800  Hotel Conferences & Seminars |
| **Computers, Computer Accessories, Software Licenses and Maintenance Agreements** | SC08235  Computer Hardware & Software Non-Capital  
SC09427  UM-Owned Movable Capital Equipment  
SC08240  Computer Accessories  
SC08551  Computer Maintenance Agreement  
SC08226  Expendable Minor Equipment  
SC08720  Licenses |
| **Capital Equipment**                                                   | SC08880  Non-UM-Owned Movable Capital Equipment  
SC09427  UM-Owned Movable Capital Equipment |
| **Minor (Non-Capital) Equipment**                                        | SC08235  Computer Hardware & Software Non-Capital  
SC08226  Expendable Minor Equipment  
SC08877  Mobile Phones |
| **Furniture**                                                           | SC08226  Expendable Minor Equipment  
SC09427  UM-Owned Movable Capital Equipment |
| **Printing**                                                            | SC08229  Photocopy, Publishing, & Printing Supplies  
SC08122  Printed Patient Forms |
| **Technical Supplies**                                                  | SC08259  Technical Supplies - Audio Visual Materials / Photo Supplies  
SC08252  Technical Supplies - Cylinder / Gas  
SC08257  Technical Supplies - Diving Supplies  
SC08251  Technical Supplies - Drugs  
SC08217  Technical Supplies - IT Technical Supplies  
SC08255  Technical Supplies - Lab Related (Test tubes, beakers, etc.)  
SC08250  Technical Supplies - Optics / Plastics / Surgical Supplies  
SC08225  Technical Supplies - Other  
SC08254  Technical Supplies - Scientific Instruments |
| **Services**                                                            | SC08172  Service Contracts  
SC08105  Consulting Fees  
SC08811  Other Outside Services  
SC08754  External Translation Services  
SC08103  Advertising - Other  
SC08823  Rental - Other  
SC08543  Repairs and Maintenance (Not Facilities Related)  
SC08047  Managed Equipment Maintenance  
SC08036  Lab Services |

Continued on page 2: Supplies, Consumables, and Miscellaneous
## Common Spend Categories in Workday

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<tr>
<th>Supplies and Consumables</th>
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<tbody>
<tr>
<td>SC08200</td>
<td>Chemicals</td>
</tr>
<tr>
<td>SC08218</td>
<td>Clerical Supplies</td>
</tr>
<tr>
<td>SC08234</td>
<td>Gas Cylinders</td>
</tr>
<tr>
<td>SC08219</td>
<td>Instructional Supplies</td>
</tr>
<tr>
<td>SC08227</td>
<td>Promotional Materials</td>
</tr>
<tr>
<td>SC08240</td>
<td>Computer Accessories</td>
</tr>
<tr>
<td>SC08203</td>
<td>Equipment Supplies (Other than for Cleaning/Housekeeping)</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Miscellaneous</th>
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</tr>
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<tbody>
<tr>
<td>SC08818</td>
<td>Publication Costs</td>
</tr>
<tr>
<td>SC08802</td>
<td>Subscription Fees</td>
</tr>
<tr>
<td>SC08803</td>
<td>Dues and Memberships</td>
</tr>
<tr>
<td>SC08721</td>
<td>Freight and Delivery Costs</td>
</tr>
</tbody>
</table>