

Common Spend Categories in Workday

Catering, Entertainment, Food and Hotels

All catering should be on "Service" lines.

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 and IT Related Categories

SC09425	Capital Computers – UM-Owned
SC09426	Capital Software – UM-Owned
SC08240	Computer Accessories
SC08106	Computer Consulting Fee
SC08235	Computer Hardware & Software Non-Capital
SC08551	Computer Maintenance Agreement
SC08552	Computer Repairs
SC08118	Data Processing Service Contracts
SC08226	Expendable Minor Equipment
SC08212	IT Consulting Fees
SC08237	IT Services & Maintenance
SC08720	Licenses
SC09427	UM-Owned Movable Capital Equipment

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 Moveable 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
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

Common Spend Categories in Workday

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

Supplies and Consumables

SC08200	Chemicals
SC08218	Clerical Supplies
SC08234	Gas Cylinders
SC08219	Instructional Supplies
SC08227	Promotional Materials
SC08240	Computer Accessories
SC08203	Equipment Supplies (Other than for Cleaning/Housekeeping)

Miscellaneous

SC08818	Publication Costs
SC08802	Subscription Fees
SC08803	Dues and Memberships
SC08721	Freight and Delivery Costs