



### Non-Salary Commodity Matrix

| Commodity Matrix Product or Service | Account Code | Account Payable<br>(914) 923-2862 |                         | Purchasing<br>(914) 923-2621 |                       | OSA                     |                       | Contracts<br>Office/<br>University<br>Counsel | Various                   |                        |                       |
|-------------------------------------|--------------|-----------------------------------|-------------------------|------------------------------|-----------------------|-------------------------|-----------------------|---|---------------------------|------------------------|-----------------------|
|                                     |              | Travel &<br>Expense Form          | Special Payment<br>Form | Purchase<br>Order            | P-Card<br><\$500.00   | Petty Cash<br><\$100.00 | Contract 1            | Chargeback                                    | Independent<br>Contractor | Additional<br>Policies |                       |
|                                     |              | Policy &<br>Procedure             | Policy &<br>Procedure   | Policy &<br>Procedure        | Policy &<br>Procedure | Policy &<br>Procedure   | Policy &<br>Procedure | Policy &<br>Procedure                         | Policy &<br>Procedure     | Policy &<br>Procedure  | Policy &<br>Procedure |
| Marketing Website Develop           | E22803       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Medical                             | E23001       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Musicians                           | E22902       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Other Homeless Service              | E23402       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Other Unitrusts                     | E23401       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Programatic Editing & Proofread     | E23204       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Programatic Grading & Reading       | E23203       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Programatic Reconciliation Svce     | E23202       |                                   |                         | X                            |                       |                         |                       | X   |                           |                        |                       |
| Programatic Translating             | E23201       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Reproduction Svcs Photocopying      | E20101       |                                   |                         | X                            |                       |                         | X                     |   |                           |                        |                       |
| Reproduction Svcs Blue Prints       | E20102       |                                   |                         | X                            |                       |                         | X                     |   |                           |                        |                       |
| Veterinary                          | E23002       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| <b>Supplies:</b>                    |              |                                   |                         |                              |                       |                         |                       |   |                           |                        |                       |
| Books and Directories               | E19003       | X                                 |                         | X                            | X                     | X                       |                       |   |                           |                        |                       |
| Building and Maintenance            | E19401       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Computer Accessories                | E19202       | X                                 |                         | X                            |                       | X                       |                       |   |                           |                        |                       |
| Computer Minor Equip.               | E19201       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Computer Software                   | E19203       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Flowers                             | E20004       | X                                 |                         | X                            | X                     |                         |                       |   |                           |                        |                       |
| General Office                      | E19602       | X                                 |                         | X                            | X                     | X                       |                       |   |                           |                        |                       |
| Instruction and Lab                 | E19001       | X                                 |                         |                              | X                     | X                       |                       |   |                           |                        | X                     |
| Letterhead Business Cards           | E19604       |                                   |                         |                              |                       |                         |                       |   |                           |                        | X                     |
| Medical                             | E19002       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Minor Furniture                     | E19701       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Non-Computer Minor Equip            | E19801       | X                                 | X                       | X                            | X                     |                         |                       |   |                           |                        |                       |
| Reproduction Svcs (Kinko's, etc)    | E19606       | X                                 | X                       | X                            | X                     | X                       |                       |   |                           |                        |                       |
| Tickets                             | E20001       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Uniform Cap Gown Costume            | E20002       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Water, Bottled & Water Cooler       | E20003       |                                   |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| <b>Transportation:</b>              |              |                                   |                         |                              |                       |                         |                       |   |                           |                        |                       |
| Airline and Train                   | E21205       | X                                 |                         |                              |                       |                         |                       |   |                           |                        |                       |
| Car Rental                          | E21206       | X                                 |                         | X                            |                       |                         |                       |   |                           |                        |                       |
| Car Taxis Bus Train                 | E21207       | X                                 |                         |                              |                       |                         |                       |   |                           |                        |                       |
| Gas                                 | E21201       | X                                 |                         |                              |                       |                         |                       |   |                           |                        |                       |
| Mileage                             | F21202       | X                                 |                         |                              |                       |                         |                       |   |                           |                        |                       |

|                                     |        |   |   |   |   |  |   |  |  |  |
|-------------------------------------|--------|---|---|---|---|--|---|--|--|--|
| Parking                             | E21203 | X |   |   |   |  |   |  |  |  |
| Tolls                               | E21204 | X |   |   |   |  |   |  |  |  |
| <b>Travel and Entertainment:</b>    |        |   |   |   |   |  |   |  |  |  |
| Alcoholic Beverages                 | E21604 | X |   | X |   |  |   |  |  |  |
| Conference Registration Fee         | E21801 | X |   | X |   |  |   |  |  |  |
| Lodging and Hotel                   | E21401 | X |   |   |   |  |   |  |  |  |
| <b>Capital (Items &gt;\$2,000):</b> |        |   |   |   |   |  |   |  |  |  |
| Cap Bud Furn & Fix Floor Covering   | E30801 |   |   | X |   |  |   |  |  |  |
| Cap Bud Furn & Fix Furniture        | E31802 |   |   | X |   |  |   |  |  |  |
| Cap Bud Furn & Fix Others           | E31803 |   |   | X |   |  |   |  |  |  |
| Cap Bud Office Equipment            | E33101 |   |   | X |   |  |   |  |  |  |
| Cap Computer Equipment              | E33001 |   |   | X |   |  |   |  |  |  |
| <b>Membership:</b>                  |        |   |   |   |   |  |   |  |  |  |
| Memb & License Accreditation        | E25001 |   | X | X |   |  |   |  |  |  |
| Memb & License Consortia            | E25003 |   | X | X |   |  |   |  |  |  |
| Memb & License Professional Orgs    | E25002 |   | X | X |   |  |   |  |  |  |
| Memb & License Other                | E25004 |   | X | X |   |  |   |  |  |  |
| <b>Professional Fees:</b>           |        |   |   |   |   |  |   |  |  |  |
| Admin Acctng & Auditing             | E22401 |   |   | X |   |  | X |  |  |  |
| Admin Clipping Agencies             | E22411 |   |   | X |   |  | X |  |  |  |
| Admin Collection Services           | E22405 |   |   | X |   |  | X |  |  |  |
| Admin EDP & Computer Svce           | E22408 |   |   | X |   |  | X |  |  |  |
| Admin Insurance Conslt              | E22403 |   |   | X |   |  | X |  |  |  |
| Admin Legal                         | E22402 |   |   | X |   |  | X |  |  |  |
| Admin Messenger Services            | E22409 |   |   | X |   |  | X |  |  |  |
| Admin Microfilm & Fiche             | E22407 |   |   | X |   |  | X |  |  |  |
| Admin Moving Expenses               | E22412 |   |   | X |   |  | X |  |  |  |
| Admin Payroll Services              | E22404 |   |   | X |   |  | X |  |  |  |
| Admin Recruiting Agencies           | E22410 |   |   | X |   |  | X |  |  |  |
| Admin Telecommunication             | E22406 |   |   | X |   |  | X |  |  |  |
| Catering Services-Lackmann          | E21605 |   |   | X |   |  |   |  |  |  |
| Coffee Services                     | E20003 |   |   | X |   |  |   |  |  |  |
| Event Coordinator                   | E22901 |   |   | X |   |  | X |  |  |  |
| Flowers                             | E20004 | X |   | X | X |  |   |  |  |  |
| Maint Air Conditioning              | E22607 |   |   | X |   |  | X |  |  |  |
| Maint Architectural                 | E22601 |   |   | X |   |  | X |  |  |  |
| Maint Athletic Officials            | E22610 |   |   | X |   |  | X |  |  |  |
| Maint Cleaning Services             | E22604 |   |   | X |   |  | X |  |  |  |
| Maint Exterminating                 | E22608 |   |   | X |   |  | X |  |  |  |
| Maint General Contractor            | E22611 |   |   | X |   |  | X |  |  |  |
| Maint Elevator Services             | E22605 |   |   | X |   |  | X |  |  |  |
| Maint Engineering                   | E22602 |   |   | X |   |  | X |  |  |  |
| Maint Security Services             | E22603 |   |   | X |   |  | X |  |  |  |
| Maint Snow Removal                  | E22609 |   |   | X |   |  | X |  |  |  |
| Maint Trash Removal                 | E22606 |   |   | X |   |  | X |  |  |  |
| Marketing Design & Layout           | E22802 |   |   | X |   |  | X |  |  |  |
| Marketing Photography               | E22801 |   |   | X |   |  | X |  |  |  |
| Meals Donor                         | E21603 | X |   |   |   |  |   |  |  |  |

|  |        |   |   |   |  |  |  |   |   |   |
|--|--------|---|---|---|--|--|--|---|---|---|
| Meal Staff   | E21601 | X |   |   |  |  |  |   |   |   |
| Meal Student   | E21602 | X |   |   |  |  |  |   |   |   |
| Travel Other   | E22202 | X |   |   |  |  |  |   |   |   |
| <b>Other:</b>  |        |   |   |   |  |  |  |   |   |   |
| American Express Corporate Card  | N/A    |   |   |   |  |  |  |   |   | X |
| Cellular Phone   | E28206 | X |   |   |  |  |  | X |   |   |
| Honorariums Non-Student Speakers   | E25202 |   |   |   |  |  |  |   | X |   |
| Honorariums Student Speakers   | E25201 |   |   |   |  |  |  |   | X |   |
| Photocopy Machines   | E36402 |   |   |   |  |  |  | X |   |   |
| Postage non-Promo General Business   | E25801 |   |   | X |  |  |  |   |   |   |
| Prof Publications Subscriptions  | E25101 |   | X | X |  |  |  |   |   |   |
| Professional Publications  | E01175 | X |   | X |  |  |  |   |   |   |
| Repair Services Equipment  | E23501 |   |   | X |  |  |  |   |   |   |
| Repair Services Furniture  | E23502 |   |   | X |  |  |  |   |   |   |
| Repair Services Grounds  | E23503 |   |   | X |  |  |  |   |   |   |
| Repair Services Building   | E23504 |   |   | X |  |  |  |   |   |   |
| Repair Services Vehicle  | E23505 |   |   | X |  |  |  |   |   |   |
| Security   | E37601 |   |   |   |  |  |  | X |   |   |
| Telephone Basic Services   | E28201 | X |   |   |  |  |  |   |   |   |
|  |        |   |   |   |  |  |  |   |   |   |
| (1) All contracts must follow the requirements detailed in the Contract Management Policy. |        |   |   |   |  |  |  |   |   |   |