

Banner Account Codes for Purchasing

Account Code	Account Description	IT Approval Required	Definition
2000	Regular Employee Expenses		
2010	Hotel, Meal, Fare, Toll		Travel for college; can include airline, train, bus, taxi, Uber/Lyft, tolls; per diem meals only
2040	Private Auto Mileage		Travel for college in personal vehicle to attend conferences/events as representatives of MCC; intercampus, other school-related travel; shortest distance to be used in calculation
2070	Overtime Meals		Union employee compensation for meals for working overtime after 6pm
2071	Miscellaneous Employee Reimbursements		Reimbursement for tuition cost; amount approved by Director of Professional Development for professional development course
2130	Conference Training and Registration		Payment to vendors for conference registration fees for conferences, training, or other professional development and educational opportunities
2160	Membership Dues/Fees		Fees for membership to groups as a representative of MCC; all college or employee membership representing MCC must be paid with college funds.
2250	Employee Recognition		Goods or services for recognizing employees
3500	Administrative Expenses		
3510	Office and Administrative Supplies		Consumable products and supplies used in an office/school environment (incl. ink cartridges) everyday office supplies, (no office furniture)
3530	Printing Expense and Supplies		Specialized printing of banners, signs, blueprints, binding, business cards, etc.
3610	Postage and/or Rent Box		Supplies, etc. related to postage and cost of mailing items (stamps, box charges, box rental, overnight and express mail, etc.)
3630	Cable		Cable and Direct TV usage
3651	Verizon		Charges related to Verizon
3652	Telephone Expense		Voice and data network communications
3654	Cell Phones		Reserved for IT for College cell phones
3670	Software/ADP Licenses	Yes	Purchase of NEW Information Technology (IT) software OR significant upgrade to current software (only include new upgraded software)
3710	Data Processing Supplies		Technology-related purchases, such as technological accessories and parts that are not considered equipment and do not receive an inventory tag (cords, charging cables, etc.)
3730	Subscriptions		Subscriptions to periodicals, newspapers, law books, journals, etc.
3750	Advertising Expense		Advertising on radio, newspaper, television and social media
3770	Flags		Exhibits/Displays/All flags includes state and country flags
3790	Bottled Water		Service delivery of bottled water for College water dispensers
3791	Pre Bond/Car Insurance		Reserved for Purchasing Department
3792	Property and Casualty Insurance		Reserved for Purchasing Department
3860	Fee/License & permit		Fees for tickets for events, college fairs, tables for fundraiser, museums, plays, tours etc.
3890	Conference Incidentals		Books or materials purchased at a conference.
3990	Participant Travel		Reimbursement for student related travel which can include airline, train, bus, taxi, Uber/Lyft, meals, mileage, etc.
4000	Facility Operation		
4010	Food and Beverage		Food and/or beverage for college events and meetings
4012	LMACS Lunches		LMACS Lunches
4040	Kitchen/Dining Supplies		Supplies for kitchen and cafeteria (glassware, flatware, utensils, trays, plates, etc.). Not including paper goods.
4070	Laboratory Supplies		Items used for conducting scientific research, teaching and carrying out scientific experiments (chemicals, testing material, protective gear, distilled water, food for experiments, etc.)

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4075	Live Material		Live material items. Use of this code will notify the College Receiving Department of special attention needed (Recommended to notify the College Receiving Department in advance)
4080	Hazardous Material		Hazardous material items. Use of this code will notify the College Receiving Department of special attention needed (Recommended to notify the College Receiving Department in advance).
4085	Medical Supplies		Supplies used in a medical setting (gloves, gauze, needles, first aid, surgical instruments, medical gases, crutches, face masks, etc.)
4130	Clothing		Clothing related purchases (includes printed clothing items)
4145	Rugs		Area rugs ONLY (NOT wall to wall)
4175	Cleaning Supplies		Supplies used to clean surfaces (brooms, mops, pails, polish, soap, disinfectant, etc.)
4220	Grounds keeping Supplies		Supplies used for upkeep of college grounds (shovels, rakes, plants, trees, shrubs, peat moss, tree bark for groundcover, etc.)
4235	Library Supplies/Material		Items for viewing, listening, study or reference (books, periodicals, recordings, film, etc.)
4240	Library Collection		Items procured as part of a library collection
4250	Teaching Materials		Resources used in both teaching and learning (books, maps, etc.)
4260	AV Materials		Audio Visual and Audio Video Supplies used in classrooms and elsewhere for AV use (projectors and accessories, microphones, webcams, earbuds etc.)
4265	Recreation Social Supplies		Items for social functions, promotional give always (flowers, plaques, prizes, paper goods, etc.)
4355	Maintenance Repair Supplies		Items used to maintain, restore, repair the college (lumber, nails, paint, etc.)
4385	Floor covering		Wall to wall carpeting, carpet squares, tiles (NOT area rugs)
4400	Art Collection		Artwork
4510	Space Rental		
4510	Space Rental		Rental of buildings, temporary rentals, including recreational venues for sports
4511	Parking Garage		Reserved for Procurement (Lease)
4514	Nesmith House		Reserved for Procurement (Lease)
4518	Howe Building		Reserved for Procurement (Lease)
4519	Pollard Building		Reserved for Procurement (Lease)
4600	Utilities		
4601	Real Estate Tax		College property taxes
4610	Mass Electric		College electricity costs
4611	NSTAR		College electricity costs
4613	Bedford Water		College water utility bill
4614	Billerica Water		College water utility bill
4615	Lowell Water		College water utility bill
4616	Boston Gas		College gas utility bill
4617	Gas Supply and Delivery		College gas utility bill
4710	Fuel for vehicles		Gasoline and diesel for vehicles
4760	Fuel for buildings		Fuel used to provide heat, light, steam and power
4810	Heat/Air Conditioning		Supplies related to heating and air conditioning
4860	Sewage/Water Disposal		Usage of sewage disposal
4995	Late penalty utility		Penalty for late payment
5000	Consultant Services		
5010	Accountants		Professional who performs accounting functions such as account analysis, auditing, or financial statement analysis.
5040	IT Professional		Professional who advises, plans, designs and installs information technology related systems
5055	Advertising/Media Consultant		Professionals/agencies that develop and produce communication strategies and promotional materials

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5070	Arbitrator/Mediator		Professional who help opposing parties settle disputes outside of court.
5071	Academic Consulting		Persons who designs, coordinates or implements academic programs (for example NECHE)
5085	Architects		Professional who plans, designs and oversees the construction of buildings.
5115	Artists		Professional who creates art (such as painting, sculpture, music, or writing)
5130	Attorneys		Professional who advises and represents clients in legal matters
5145	Auditors		Professional who examines the accuracy of recorded business transactions.
5160	Economists		Professional who study the production and distribution of resources, goods, and services by collecting and analyzing data, researching trends, and evaluating economic issues
5175	Engineers		Professional who is involved in inventing, designing and maintaining a variety of machines, structures and data systems
5190	Exam Developers		Professionals who develop exams, testing mechanisms and materials used for testing
5206	Health/Safety Experts		Professionals providing advice and recommendations concerning medical issues and policies
5207	Honorarium Visiting Speakers		Services related to speaking or lecturing engagement (flat rate which may include travel-related expenses)
5235	Researchers		Professional who collect, organize, analyze, and interpret data and opinions to explore issues, solve problems, and predict trends
5250	Labor negotiators		Professional who negotiate labor agreements or disputes
5280	Landscapers		Professional who maintains gardens and lawns, including mowing, trimming, pruning, raking, and weeding
5290	Medical Consultants		Professional who is a subject matter expert and who provides advice and guidance on medical related matters
5310	Personnel Placement Consultants		Professionals/companies who provide recruitment and placement services for job openings
5320	Planners		Person who research's, develops and provides a course of action, policy or plan
5340	Program Coordinators		Persons who designs, coordinates or implements programs
5400	Telecommunications Consultant		Professional who determines telecom needs, installs the best telecommunications solutions, provides ongoing technical assistance, and updates software and databases.
5415	Writers		Professional who develops content for various types of media, including advertisements; blogs; books; magazines; and movie, play, and television scripts
5430	Space Planners		Professional who performs needs assessments for determining actual facilities, land use and space characteristics; develops space utilization recommendations and solutions to unique project planning, engineering and administrative problems as needed
5445	Performers		Professional actors or performers who provide entertainment (jugglers, bands, comedians, musician, singer, etc.)
5498	Reimbursement/Consultant Service		Consultant reimbursements that are included in service contract (travel, hotel, meals)
5500	Operational Services		
5507	Linen Service		Professional laundry and linen cleaners (lab coats, linens, etc.)
5510	Accreditation Review		Process to review college regulations and standards
5521	LMACS Management Team		Reserved for LMACS
5522	LMACS Facilities and Overhead		Reserved for LMACS
5523	LMACS IT Support		Reserved for LMACS
5524	Appraisers		Professionals who conduct a thorough inspection of a property to assess its true worth
5531	Art Models		Person who presents themselves for artists to draw, paint, sculpt or photograph
5538	Athletic Officials		Person who enforces applicable activities rules and assess penalties when necessary (referees, umpires, etc.)
5566	Cleaners/Janitors		Professional who is responsible for general cleaning of a building and keeping it maintained and in good condition
5573	Collection Agency		Agency that is used by lenders to recover funds that are past due or from accounts that are in default
5615	Data Processing Services		Service performed with a computer using the customer's data. Entering, storing, manipulating, or retrieving a customer's data
5622	Examiner/Monitor		Persons who administers, monitors or access examinations
5636	Exterminators		Persons who eradicate pests (insects and rodents)
5650	Hazardous Waste Removers		Professional who identifies and disposes of harmful substances such as asbestos, lead, and radioactive waste

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5685	Land Appraisers		Professional who performs a complete and detailed analysis of a property to determine its market value
5699	Law Enforcement		Professional responsible for enforcing laws, maintaining public order, and managing public safety
5706	Messenger Service		Individuals who transport documents, items, or packages by a variety of means
5707	Bank Service Charge		Charges imposed by a financial institution
5709	Tax, Penalties and Interest		Tax, penalties and interest fees
5711	Investment Fees		Fees charged to use financial products, such as broker fees, trading fees, and expense ratios
5720	Notary Public		Responsibilities include witnessing signatures, issuing subpoenas, and witnessing the opening of a bank safe, vault, or box
5727	Paralegals		Assists with case planning, development, and management, legal research, interviews clients, gathers facts and retrieves information, drafts and analyzes legal documents
5734	Photographic Service		Persons who provide photography, videography, computer generated graphics, copies, enlargements and related services
5776	Rubbish Removal		Service to remove unwanted items
5783	Bedford Police		Professional located in Bedford responsible for enforcing laws, maintaining public order, and managing public safety
5784	Lowell Police		Professional located in Lowell responsible for enforcing laws, maintaining public order, and managing public safety
5785	Security Service		Outsourced monitoring and management of security devices, systems and property
5816	Snow Removal		Snow removal at campuses and historic homes by outside vendor; includes spreading of salt and sand
5818	Telecommunications Cabling		Electrical cabling such as coaxial, fiber optic, data & Ethernet
5825	Clerical Service		Handles administrative tasks such as answering phones, organizing and filing documents, greet visitors, provide customer service, etc.
5853	Instructors/Lecturers		Professional hired to teach a course in their area of expertise (Non-Employee)
5860	Translators		Translate content from one language to another
5916	Movers		Responsible for moving furniture, equipment or items from one location to another
5920	Licensed/Professional Tradesperson		Skilled professional with expertise in a specific trade, such as plumbing, carpentry, electrician, etc.
6000	Equipment		
6010	IT Equipment	Yes	IT Equipment such as computers, scanners, copiers, printers, laptops, tablets, monitors
6050	Educational Equipment		Educational equipment - items necessary for teaching and learning (including classroom furniture)
6090	Facility Equipment		Facility equipment such as lawnmowers, front loaders, bulldozers, tractors, hand tools (ex: chain saw), etc.
6130	Motor Vehicle Equipment		Motor vehicle equipment such as passenger vehicles, trucks, etc.
6170	Office Equipment		Office equipment such as refrigerator, microwave, oven, etc.
6250	Office Furnishing		Office furniture including desks, chairs, file cabinets, tables, etc.
6280	Medical Equipment		Medical equipment for training purposes such as ultrasound, X-ray machine, autoclave, etc.
6281	Dental Equipment		Dental equipment for training purposes such as dental chairs, trays, etc.
6283	Laboratory Equipment		Laboratory equipment for training purposes such as flow cytometer, microscopes, incubators, etc.
6290	Telecommunications Equipment		Telecommunications equipment such as landline phones, routers, etc.
6370	Security Equipment		Surveillance equipment
6500	Equipment Lease, Purchase and Maintenance		
6501	Cap and Gown Rental		Rental of caps, gowns and graduation regalia
6510	IT Equipment Lease to Purchase		Lease to later purchase IT Equipment (computers, scanners, copiers, printers, laptops, tablets, monitors)
6520	Educational Equipment Lease/Purchase		Lease to later purchase Educational Equipment (items necessary for teaching and learning including classroom furniture)
6530	Facility Equipment Lease/Purchase		Lease to later purchase Facility Equipment (lawnmowers, front loaders, bulldozers, tractors, hand tools (ex: chain saw), etc.)
6540	Motor Vehicle Equipment Lease/Purchase		Lease to later purchase Motor Vehicle Equipment (passenger vehicles, trucks, etc.)

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6550	Office Equipment Lease/Purchase		Lease to later purchase Office Equipment (refrigerator, microwave, oven, etc.)
6570	Office Furniture Lease/Purchase		Lease to later purchase Office Furniture (desks, chairs, file cabinets, tables)
6575	Medical Equip Lease/Purchase		Lease to later purchase Medical Equipment (for training purposes such as ultrasound, X-ray machine, autoclave, etc.)
6576	Dental Equipment Lease/ Purchase		Lease later purchase Dental Equipment (for training purposes such as dental chairs, trays, etc.)
6577	Laboratory Equipment Lease/Purchase		Lease to later purchase Laboratory Equipment (for training purposes such as flow cytometer, microscopes, incubators, etc.)
6580	Telecommunications Equipment Lease/Purchase		Lease to later purchase Telecommunications Equipment (landline phones, routers, etc.)
6600	Security Equipment Lease/Purchase		Lease to later purchase Security Equipment (surveillance equipment)
6700	IT Equipment Rent to Lease		Rent or lease IT Equipment (computers, scanners, copiers, printers, laptops, tablets, monitors)
6710	Educational Equipment Rent/Lease		Rent or lease Educational Equipment (items necessary for teaching and learning including classroom furniture)
6715	AV Material Rental		Rent or lease Audio Visual Equipment (projectors, speakers, microphones, etc.)
6720	Facility Equipment Rent/Lease		Rent or lease Facility Equipment (lawnmowers, front loaders, bulldozers, tractors, hand tools (saw), etc.)
6730	Motor Vehicle Equipment Rent/Lease		Rent or lease motor vehicle equipment (passenger vehicles, trucks, etc.)
6731	Mobile Phone Rent/Lease		Rent or lease mobile phones
6740	Office Equipment Rent/Lease		Rent or lease Office Equipment (refrigerator, microwave, oven, etc.)
6760	Office Furnishing rental/lease		Rent or lease Office Furnishing (desks, chairs, file cabinets, tables)
6790	Security Equipment Rental/Lease		Rent or lease Security Equipment (surveillance equipment)
6900	IT Equipment Repair Repair/maintenance		Repair/ maintenance of IT Equipment (computers, scanners, copiers, printers, laptops, tablets, monitors)
6901	Software Maintenance		Renewals of current software subscriptions and licenses
6905	Educational Equipment Repair or maintenance		Repair/maintenance of Educational Equipment (items necessary for teaching and learning including classroom furniture)
6910	Facility Equipment Repair/Maintenance		Repair/maintenance of Facilities machinery/vehicles (lawnmowers, front loaders, bulldozers, tractors, hand tools (saw), etc.)
6920	Office Equipment Repair/Maintenance		Repair/maintenance of Office Equipment (refrigerator, microwave, oven, etc.)
6930	Office Furnishings Repair/Maintenance		Repair/maintenance of Office Furnishing (desks, chairs, file cabinets, tables)
6935	Telecommunications Equip. Repair/Maintenance		Repair/maintenance of Telecommunications Equipment (landline phones, routers, etc.)
6945	Security equipment Repair/Maintenance		Repair/maintenance of Security Equipment (surveillance equipment)
6960	Vehicle Repair/Maintenance		fees for vehicle repairs or vehicle maintenance
8300	Benefit Program		
8390	Education Assistance		Student stipends, grant scholarships
8800	Third Party Expenses		
8916	Liability Insurance		Reserved for Procurement (Insurance)