

Justice Administrative Commission
 Quick Reference for Purchasing Card Charges
 Frequently Used Service and Commodity Object Cards

OFFICE OPERATIONS	
OBJECT CODE	OBJECT CODE NAME
132700	INFORMATION TECHNOLOGY SERVICES - GENERAL
133200	JOB OPPORTUNITY ANNOUNCEMENTS/ADVERTISEMENTS
134200	MAILING/DELIVERY SERVICES
134216	RECORDS MANAGEMENT/DISPOSITION SERVICES
210000	POSTAGE
210001	FREIGHT
221000	COMMUNICATIONS - TELEPHONE - GENERAL
221100	COMMUNICATIONS - TELEPHONE - CELLULAR
223000	COMMUNICATIONS - INFORMATION TECHNOLOGY
223014	COMMUNICATIONS - CABLE/PORTS
230000	PRINTING/REPRODUCTION - GENERAL
241038	REPAIRS/MAINTENANCE - COMMODITIES - VEHICLES
243028	REPAIRS/MAINTENANCE - NO CONTRACT - VEHICLES
273000	UTILITIES - WATER/SEWAGE
290000	FINGERPRINTING/BACKGROUND
341000	SUPPLIES - GENERAL
341017	SUPPLIES - JANITORIAL/HOUSEHOLD
341018	SUPPLIES - OFFICE - CONSUMABLE
341021	SUPPLIES - OFFICE - NON-CONSUMABLE
341022	SUPPLIES - FURNITURE/EQUIPMENT
341023	SUPPLIES - INFORMATION TECHNOLOGY - GENERAL
341024	SUPPLIES - INFORMATION TECHNOLOGY - SOFTWARE LIC
341029	SUPPLIES - AUDIO/VISUAL
341039	SUPPLIES - EDUCATIONAL
430000	PROPERTY RENTAL - GENERAL
461000	FEES - GENERAL - COMMODITIES
461004	FEES - NOTARY PUBLIC
461009	FEES - REGISTRATION/LICENSE/PERMIT - GENERAL
461600	FEES-GENERAL-FOR SERVICE
461601	FEES - REGISTRATION/TRAINING
492000	SUBSCRIPTIONS - GENERAL
492100	SUBSCRIPTIONS - ON-LINE/ELECTRONIC

DUE PROCESS	
OBJECT CODE	OBJECT CODE NAME
131347	CONSULTING SERVICES - INTERPRETER
131400	COURT REPORTING/TRANSCRIPTION - GENERAL
131414	COURT REPORTING/TRANSCRIPTION - APPEARANCE
131417	COURT REPORTING/TRANSCRIPTION - DEPO TRANSCRIPT
131448	COURT REPORTING/TRANSCRIPTION - VIDEO DEPOSITION
131638	LEGAL SERVICES - SUBPOENA/PROCESS
132514	INVESTIGATIVE SERVICES - FINGERPRINT/BACKGROUND
134800	LINEN/LAUNDRY SERVICES
461006	FEES - INFORMATION/EVIDENCE - GENERAL
461007	FEES - INFORMATION/EVIDENCE - MEDICAL RECORDS