

In order to be able to provide more informative data, and support the University's goals related to strategic sourcing, we have been working to add new spend categories and to revise descriptions and names for existing ones.

Users should select the spend category that most accurately describe the goods and service being purchased. The use of the correct spend category is critical in providing the University with meaningful data. The snapshot below displays the spend categories that are being added and updated at this time.

New Spend Categories	Description
Software Maintenance (3482)	Service contracts and maintenance agreements relative to computer software
Desktop Computers <\$5k (3072)	Computer that fits on or under a desk with a unit cost of less than \$5,000
Laptop Computers <\$5k (3073)	Computer that is portable and suitable for use while traveling with an individual unit cost of less than \$5,000
Desktop / Laptop Computers >\$5k (4091)	Computer that is either portable and suitable for use while traveling or that fits under a desk with an individual unit cost of \$5,000 or more
IT Networking Equipment <\$5k (3483)	Physical devices that plug into the network (including hubs, switches, routers, bridges, gateways, multiplexers, transceivers, firewalls, etc.) with an individual unit cost of less than \$5,000
IT Networking Equipment >\$5k (4092)	Physical devices that plug into the network (including hubs, switches, routers, bridges, gateways, multiplexers, transceivers, firewalls, etc.) with an individual unit cost of \$5000 or more
Computer Servers <\$5k (3074)	Powerful computer designed to process requests and deliver data to another computer over the internet or a local network with an individual unit cost of less than \$5,000
Computer Servers >\$5k (4903)	Powerful computer designed to process requests and deliver data to another computer over the internet or a local network with an individual unit cost of \$5000 or more
IT Storage Systems <\$5k (3075)	IT Hardware used for data backup or disaster recovery infrastructure with an individual unit cost of less than \$5,000
IT Storage Systems >\$5k (4904)	IT Hardware used for data backup or disaster recovery infrastructure with an individual unit cost of \$5000 or more
Tablets & Mobile Phones (3076)	Small portable computer that accepts input directly onto its screen rather than via a keyboard or mouse and cell phones (Note: Mobile phones are restricted to CIS)
Printers / Copiers / Multi-Function Devices (MFD) <\$5k (3077)	Inkjet or laser desktop printer, copy machine or device that can print/scan/copy/fax with an individual unit cost of less than \$5,000
Printers / Copiers / Multi-Function Devices (MFD) >\$5k (4905)	Inkjet or laser desktop printer, copy machine or device that can print/scan/copy/fax with an individual unit cost of \$5000 or more
Ink & Toner (3078)	Consumables used by copy machines and printers to produce printed paper
External Laboratory Services / Sequencing (3391)	Gene sequencing and lab analysis, other lab usage, external Laboratory Services / Sequencing
Breakroom Supplies (3018)	For general department breakroom supplies such as coffee, tea, snacks, bottled water, disposable eating utensils, paper plates, napkins, candy, etc.
Updated Spend Categories	Description
Trade Services (3330): Renamed to Specialized trade and maintenance services (3330)	Payments to individuals not employed by the University or companies who provide a specialized service (i.e. rubbish removal, musical instrument tuning & repair services, painting (non-artist), etc.).
General Supplies (3010): Renamed to General Office Supplies (3010)	Goods acquired for the purpose of current operation; items are consumable, perishable or short lived, and are subject to material change; could also be items of a durable nature with a value of less than \$5,000 such as wastebaskets, small tools, pens, writing paper, bookends, calculators, etc.
Periodicals & Films (3420): Renamed to Periodicals & Digital Media Subscriptions (3420)	Periodicals (including leaflets, brochures, academic subscriptions, etc.) & digitized content that can be transmitted over the internet or computer networks. This can include text, audio, video, and graphics.
External Wireless Device (3695): Renamed to Cable / Internet services (3695)	All direct payments to cable / internet providers, or reimbursements to individuals, for costs incurred relative to a wireless device not obtained through the CIS department and travel related internet charges.
Copy Machine Supplies (3820): Renamed to Copy & Print Paper (3820)	Paper used in printers and copiers for departmental printing and faxing
Computing Supplies (3070): Renamed to IT Peripherals & Accessories (3070)	Any device that connects to a computer/laptop/server (Excluding printers)
Supplies Other (3040): Renamed to Supplies - Miscellaneous (3040)	Supplies other than General Office Supplies, Lab Supplies and Breakroom Supplies

The full spend category list can be accessed on the Controller's Office website:

<https://www.brown.edu/about/administration/controller/workday>