

# OBLIGATION TYPES, CODES & UNIT OF MEASURE GUIDE

## ORDER TYPES

Alpha	Numeric	Description
A	11	PURCHASE ORDER
B	12	SUB-ORDER
C	13	PRINTING ORDER-EXT VENDOR
G	21	PROFESS & ARTISTIC-EXT VENDOR
H	22	PROFESS & ARTISTIC-STATE AGCY
I	23	CONSTRUCTION CONTRACTS
J	27	AWARDS & GRANTS
K	28	OTHER CONTRACTS-EXT VENDOR
L	29	OTHER CONTRACTS-STATE AGCY
O	31	LEASES FOR RENTAL OF REAL PROP
P	38	OTHER LEASES-EXT VENDOR
Q	39	OTHER LEASES-STATE AGCY
W	99	FILE ONLY

## ACTION CODES

10	[E]stablishment - Open-ended/Estimated
13	[E]stablishment - Fixed/Not-to-exceed
20	[M]odification - Increase
25	[M]odification - Decrease

## AWARD CODES

A	Competitive Sealed Bidding
B	Competitive Sealed Proposal
C	Small Purchases
D	Sole Source Procurement
E	Emergency Purchases
F	Construction-Related Prof Svcs
G	Request for Information
H	State Use/Facilities for Persons with Severe Disabilities
L	Lease Holdover
M	Method of Source Selection - Other
N	Exempt - other governments
O	Exempt - grants
P	Exempt - purchase of care
Q	Exempt - hiring employees
R	Exempt - collective bargaining contracts
S	Exempt - purchase of real estate
T	Exempt - legal services
Z	Exempt - other
1	Bids required
2	Exempt from bid
3	Exempt/bids obtained
4	Emergency Purchases

## UNITS OF MEASUREMENT (METHODS OF COMPENSATION)

ADV4	Definition	SAMS
ACRE	Acre	AC
YEAR	Annual	AN
BIMO	Bi-monthly	BM
BIWK	Bi-weekly	BW
CASE	Case	CS
CUFT	Cubic Foot	CF
CUYD	Cubic Yard	CY
DAY	Day	DY
EA	Each	EA
FR	Flat Rate	FR
GAL	Gallon	GA
HOUR	Hour	HR
KG	Kilogram	KG
LB	Pound	LB
MI	Mile	MI
MO	Month	MO
MR	Multiple Rate	MR
OT	Other	OT
OZ	Ounce	OZ
PC	Percentage	PC
EA	Person	PR
QT	Quarter	QT
BIAN	Semi-annual	SA
SQFT	Square Foot	SF
SQYD	Square Yard	SY
TON	Ton	TN
WK	Week	WK




## PROCUREMENT TYPE ID (HEADER TAB - PROCUREMENT DETAILS)

2	Delivery Order (DO)
4	Purchase Order (PO)
5	Master Agreement (MA)

## EVENT TYPE (Accounting Lines)

PR05	Current Fiscal Year
PR08	Future Fiscal Year

## ERROR MESSAGE TYPES

	Hard error requires correction by agency or override
	Warning - validate data before proceeding
	Informational message



TYPE	DESCRIPTION	CLASS CODE
A	PURCHASE	11
A	VENDOR CORR	99
B	SUB	12
B	VENDOR CORR	99
C	PRINT	13
C	VENDOR CORR	99
G	LEGAL COURT REPRESENTATION	01
G	LEGAL CONSULTING	02
G	LEGAL LAND ACQUISITION	03
G	LEGAL COURT ORDERED	04
G	MEDICAL PRACTITIONERS	10
G	SCIENCES	20
G	PROFESS MANAGEMENT	30
G	PROFESS ENGINEERS	34
G	PROFESS EDUCATORS	39
G	PROFESS LAND VALUATION	42
G	PROFESS PROGRAMMERS & ANALYSTS	45
G	PROFESS TRANSPORTATION	46
G	SCIENCE, ART, COMMUNICATION	48
G	PROFESS NEC	49
G	PROFESS PR	50
G	PROFESS COLLECTIONS	51
G	PROFESS EVALUATION	52
G	PROFESS OTHER	53
G	MEDICAL CONSULTANTS	60
G	MEDICAL CENTERS	70
G	VENDOR CORR	99
H	DEFAULT	00
H	LEGAL COURT REPRESENTATION	01
H	LEGAL CONSULTING	02
H	LEGAL LAND AQUISITION	03
H	LEGAL COURT ORDERED	04
H	OTHER	06
H	MEDICAL PRACTITIONERS	10
H	SCIENCES	20
H	PROFESSIONAL MANAGEMENT	30
H	PROFESS ENGINEERS	34
H	PROFESS EDUCATORS	39
H	NEC	40
H	PROFESS LAND VALUATION	42
H	PROFESS PROGRAMMERS & ANALYSTS	45
H	PROFESS TRANSPORTATION	46
H	SCIENCE, ART, COMMUNICATION	48
H	PROFESS NEC	49
H	PROFESS PR	50
H	PROFESS COLLECTIONS	51
H	PROFESS EVALUATION	52
H	PROFESS OTHER	53
H	MEDICAL CONSULTANTS	60
H	MEDICAL CENTERS	70

TYPE	DESCRIPTION	CLASS CODE
H	VENDOR CORR	99
I	CONSTRUCT NEC	05
I	CONSTRUCT HIGHWAY	06
I	CONSTRUCT TITLE SECURITY	18
I	CONSTRUCT NON GENERAL	19
I	VENDOR CORR	99
J	REHABILITATION/COUNSELING	02
J	FOSTER/DAY CARE	05
J	NUTRITIONAL PROGRAMS	06
J	HOME MANAGE ASSIST	08
J	MED PRACT NON STATE EMP	10
J	SOCIAL SERVICES NEC	19
J	COMM PROGRAM MENT ILL/DISABLED	20
J	OCCUPATION AND CAREER SKILLS	30
J	FINANCIAL ASSISTANCE	35
J	PROMOTION OF ART	40
J	PROMOTION OF TOURISM	41
J	ALL LEARNING OPP IN EDUCATION	50
J	RESEARCH PROJECTS	51
J	LIBRARY SERVICES	57
J	MED CONSLT NON STATE EMP	60
J	IMPROVE NAT RESOURCES	61
J	FINANCIAL ASSIST ENRGY CONVERV	62
J	MED CARE CENTERS	70
J	CONST & IMP LAND, BLDGS, ROADS	71
J	REPAIR OF DISASTER DAMAGES	76
J	PROG TO BENEFIT PUBLIC	80
J	VENDOR CORR	99
K	TRAVEL NON STATE EMP	08
K	PACKING/TRANS/ETC HOME/BUS	09
K	MOVE PASS/FRGHT BY AIR/LAND/RR	10
K	CONSUMER SERV NEC	12
K	OPER/MAINT ST FAIR/GRNDS NSE	13
K	FIELD TEST, ANALYSIS & REPORT	14
K	CARE CENTERS NON MED	18
K	HUMAN SERV NEC	25
K	CLERK/SEC/BOOKKEEPING SRVCE	27
K	REC & TRANSCRIPT OF ST PROCEED	30
K	EDP OFFICE SUPPORT	32
K	MAIL AND COURIER SERV	35
K	BLDG AND GROUND MAINT NSE	40
K	CARE/PROT OF NATURAL RESOURCES	41
K	TYPSETTING, PROCESS PICTURES	42
K	OFFICE SUPP NEC	44
K	REPAIR/MAINT OF EDP EQUIP	47
K	REPAIR/ADJUST OFF EQUIP/FURN	49
K	REP/MAINT CONST & LAB EQUIP	50
K	HWY PRESERVE/RESTORE ORG COND	51
K	BLDG REPAIR/MAINTENANCE	52
K	PAINTING STATE SIGN/BLDG/PROJ	54

TYPE	DESCRIPTION	CLASS CODE
K	ACFT REPAIR/MAINTENANCE	56
K	REPAIR/MAINT MOBILE EQUIP	57
K	REPAIR/MAINT NEC	65
K	STUDY ANIMAL, VEG, MIN	70
K	TECHNICAL SERV NEC	75
K	VENDOR CORR	99
L	TRAVEL NON STATE EMP	08
L	PACKING/TRANS/ETC HOME/BUS	09
L	MOVE PASS/FRGHT BY AIR/LAND/RR	10
L	CONSUMER SERV NEC	12
L	OPER/MAINT ST FAIR/GRNDS NSE	13
L	FIELD TEST, ANALYSIS & REPORT	14
L	CARE CENTERS NON MED	18
L	HUMAN SERV NEC	25
L	CLERK/SEC/BOOKKEEPING SRVCE	27
L	STATE AGENCY R & M	29
L	REC & TRANSCRIPT OF ST PROCEED	30
L	EDP OFFICE SUPPORT	32
L	MAIL AND COURIER SERV	35
L	BLDG AND GROUND MAINT NSE	40
L	CARE/PROT OF NATURAL RESOURCES	41
L	TYPSETTING, PROCESS PICTURES	42
L	OFFICE SUPP NEC	44
L	REPAIR/MAINT OF EDP EQUIP	47
L	REPAIR/ADJUST OFF EQUIP/FURN	49
L	REP/MAINT CONST & LAB EQUIP	50
L	HWY PRESERVE/RESTORE ORG COND	51
L	BLDG REPAIR/MAINTENANCE	52
L	PAINTING STATE SIGN/BLDG/PROJ	54
L	ACFT REPAIR/MAINTENANCE	56
L	REPAIR/MAINT MOBILE EQUIP	57
L	REPAIR/MAINT NEC	65
L	STUDY ANIMAL, VEG, MIN	70
L	TECHNICAL SERV NEC	75
L	VENDOR CORR	99
O	OFFICE, LABS O.T. FACILITIES	02
O	PROPERTY AND STORAGE	03
O	VENDOR CORR	99
P	OFFICE EQUIP/FURNITURE	06
P	HEAVY EQUIPMENT/AIRCRAFT	09
P	EDP EQUIP EXCEPT WORD PROC	10
P	COMPUTER & SUBSCRIP TIME	20
P	SOFTWARE & UPGRADES NOT MAINT	30
P	LEASES NEC	49
P	VENDOR CORR	99
Q	OFFICE EQUIP/FURNITURE	06
Q	HEAVY EQUIPMENT/AIRCRAFT	09
Q	EDP EQUIP EXCEPT WORD PROC	10
Q	COMPUTER & SUBSCRIP TIME	20
Q	SOFTWARE & UPGRADES NOT MAINT	30

TYPE	DESCRIPTION	CLASS CODE
Q	LEASES NEC	49
Q	VENDOR CORR	99
W	PURCHASE ORDER	11
W	PROFESS & ARTISTIC-EXT VENDOR	21
W	PROFESS& ARTISTIC STATE AGENCY	22
W	CONTRUCTION GRANTS	23
W	AWARDS & GRANTS	27
W	OTHER CONTRACTS-EXT VENDOR	28
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W	LEASES FOR RENTAL OF REAL PROP	31
W	OTHER LEASES-EXT VENDOR	38
W	OTHER LEASES-STATE AGCY	39
W	FILE ONLY	99