

University Of Massachusetts Lowell	
Date: July 01, 2001	Section:1.12
Subject: Subsidiaries/Object Codes	

The Subsidiaries and Object Codes used by the University are adapted from those established by the Commonwealth, which are mandated for use by all State Agencies.

1. The University's budget is allocated among 14, two-character, alpha subsidiaries, which define very general types of payments/procurements; e.g., AA – Salaries, EE – Administrative Expenses, FF- Facility Operational Expenses, etc.
2. Under the University's FRS system, each general subsidiary contains numerous four-digit object codes, which more closely define the various types of payments/procurements within the subsidiary; e.g., Under Sub. EE- Administrative Expenses – one will find: Object Code 1401, Office and Administrative Supplies; 1406, Postage; 1408, Telephone Service, etc.
3. All purchase documents for encumbrance must bear an object code, which shall be selected by the department from the listing of object codes as contained in the campus Accounting Manual. The object code assigned by the department shall be the one that most closely defines the type of procurement to be affected. Object codes assigned to purchase documents are subject to review and correction by the Purchasing Department.
4. Object codes should be selected based on the type of procurement to be affected, not on the end result of the procurement. For example, photocopying should be charged to the object code for photocopying 1933, and not to teaching supplies and materials 1516 because the photocopies will be used in the classroom.
5. Departments may not charge procurements to subsidiaries for which they have received no allocation. The department shall first affect the necessary paperwork through the campus Budget Office.
6. Questions concerning object codes may be directed to the Purchasing Department.