

I.M.P.A.C. PROGRAM GL/ITEM NUMBER LISTING

5410	<p><u>Animals & Animal Supplies</u> Animal supplies – reusable & disposable cages, clippers, shipping containers, etc. Feed & Bedding – fruits, vegetables, hardwood chips, etc. (NIH Only) Note: No animals</p>
5420	<p><u>Occupational Clothing & Safety Supplies</u> Clothing (jump suits, scrub suits, lab coats, etc.), gloves (vinyl, cotton, asbestos, etc.), Footwear (sneakers, booties, etc.), eye wear (goggles, shields, etc.) hearing protection, respirators, signage-hazardous, warnings, hazardous waste containers, etc.</p>
5430	<p><u>Biologicals</u> Sera (bovine, chicken, etc.) tissue culture media, enzymes, peptides, oligonucleotides, Chemicals, reagents, biochemicals, buffers, kits (sequencing, diagnostic, pharmaceutical), alcohol swabs, distilled water, molecular grade water, etc. Note: No Controlled Substances or regulated chemicals</p>
5450	<p><u>Industrial Supplies</u> Maintenance supplies, bags, shipping supplies, all batteries, replacement parts, UPS, keys, light bulbs, waste receptacles, ice cream cartons, freezer boxes, plasticware, spray bottles, etc.</p>
5455	<p><u>Cleaning Supplies & Toiletries</u> Cleaning compounds, janitorial supplies (must use Custodial Services) Personal hygiene items * (special approval required)</p>
5460	<p><u>Laboratory Supplies</u> Glass and plastic ware (pipettes, beakers, tubes, etc.), consumables (filter paper, bench covers, etc.) medical supplies, etc. Note: No controlled substances or regulated chemicals</p>
5470	<p><u>Administrative Supplies and M&S Equipment</u> Pens, paper, notebooks, diskettes, all film (x-ray and non-x-ray), printer cartridges, heaters, etc. Food/groceries, drinking water, (special approval required)* Communication equipment, such as cellular phone, pager, facsimile machine, two-way radios Electrical appliances, such as freezer or refrigerator (all but large commercial size), microwave oven Audio or visual equipment such as VCR, television, camera (non-digital), DVD player, video recorder, camcorder, laser disc player, voice recorder/transcriber. All items must be decaled. Note: see 5473 for wireless communication service fees.</p> <p>See Cellular/Wireless Standard Procedure D301 in Administrative Handbook*</p>
5471	<p><u>Reprints</u> Reprints, manuscripts, processing fees, abstracts, etc.</p>
5473	<p><u>Telephone & Telegraph</u> Wireless communication service fees. Note: see 5470 for Equipment purchases including pagers, cell phones, communicating PDAs, etc. See Cellular/Wireless Standard Procedure D301 in Administrative Handbook*</p>

5474	Printing & Reproduction Services and supplies provided by vendors outside NCI-Frederick for printing and reproduction (film processing), etc. For Use by SPGM & HR Department only or Special Approval required.
5475	Subscriptions Subscriptions for journal or other job related publications. Note: Must verify with Purchasing personnel (Andrea Turner, x1702) that journal is NOT available from the Subscription Service, currently Swets
5476	Dues Dues for memberships to mission-related organizations. For Contractor personnel only.
5477	Books Data entry for ALL books must list exact title and ISBN. All books must be stamped with property stamp (stamp available from the Central Supply Warehouse).
5479	Material Transfer Materials obtained through Material Transfer Agreements
5480	Computer Hardware <\$5,000 Disk drives, memory, printers, digital cameras, modems, monitors, scanners, etc. All items must be decaled. Note: No capital equipment Note: Desktop computers (PC & Mac) and laptops must be requisitioned on a Purchase Request and submitted to the Purchasing Department.
5481	Computer Software Purchase and upgrades of software.
5514	Audio Video seminar or conference
5515	Recruitment Expenses Costs associated with Human Resource recruitment functions. Includes applicant hotel costs only for interview. For use by Human Resource Department only.
5520	NCI-Frederick Seminars, Workshops, & Symposiums Costs associated with seminars, workshops and symposiums coordinated by NCI-Frederick. For Use by Conference Planning Department Only
5730	Miscellaneous For specific one time expenses which do not relate to any other established account
5731	Postage Mailing contract-related materials.
5760	Service Maintenance Agreements For use by ALS Purchasing Equipment Maintenance Team only.
5780	Research Support Services Contracted professional services, e.g. collecting tissue specimens or blood samples, cell production services, testing, lab tests, fellowship programs, medical or veterinary services.
5781	Library Services and Searches Online database services, e.g. NTIS, Fedlink, Network Office, etc.
5782	Animal Related Services Contracted services, specifically related to research animals.

5783	Validation Services Validation Services
5790	Administrative Services Relocation of equipment, offices, animal transport, laundry, license fees (NRC, CDC, etc.), copying services, printing services, film processing
5899	Incentives Employee incentive purchases. Note: Special Approval Required*

***For all Special Approval Items, contact Cindy Farling, x 5415 or Lori Smith, x 1705.**