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MEMORANDUM

TO: All Agency Accounting Contacts

FROM: Kathleen D. Baxter 
State Comptroller

DATE: September 25, 2019

RE: FY20 Object changes for Supplies, Equipment and Services

These changes to object categories, object codes and definitions for supplies, equipment and services are effective for the 2020 Fiscal Year:

Object Category

0900 Supplies, Materials, and Operating Expenses - A major object that includes supplies, materials, and other operating expenses as detailed in the following classifications. Supplies are often consumed as they are used, and most are expected to last less than a year. Some supplies lose their identity through fabrication or incorporation into something different or more complex.

1400 Other Equipment and Durable Item Purchases - This major object captures all equipment and durable item purchases except those related to transportation (see major object 1300). Durable items are expected to last more than a year and retain the original shape, appearance, and character with use. Durable items do not lose identity through fabrication or incorporation into something different or more complex. All normal and reasonable expenditures necessary to get the asset equipment in place and ready to use should be coded to the same sub-object as the asset equipment. Such expenditures could include freight, installation, or the cost of modifications necessary to put the asset equipment into use.

Object

0809 Education/Training Consultants-Professional - The cost of ~~educational testing and training programs not reimbursed to the employee or paid to another governmental entity.~~ a professional consultant or company hired to train individuals on a specialized subject. Use 0915 for educational or

testing-related supplies. Use 0916 for all payments related to training or registration fees, regardless of the vendor. ~~employee reimbursements and payments to governmental entities.~~

0916 Training/Registration-Individual/Governmental Entity – ~~Reimbursements~~ The cost of training or registration fees paid directly to state employees, ~~or payments made to public colleges and universities, or other governmental entities, or private institutions for tuition, supplies, and related educational and training expenses~~ (excluding travel expenses). Payments made directly to a consultant, ~~or company, or private institution for their professional services or training~~ must be coded to 0809.

The following new objects are being added:

0955 Minor Equipment and Durable Item Supplies – Low cost equipment and durable items that could be coded to 1400, but have been designated by departmental policy to be accounted for in 0900. For example, staplers and office trash cans meet the definition of 1401, keyboards meet the definition of 1402, and household vacuum cleaners fall under 1412 but the department has determined that accounting for these in 0900 better meets the needs of the department. See also 1455. Items meeting Auditor inventory requirements must be coded in 1400.

1455 Minor Equipment and Durable Items – Low cost items that could be coded elsewhere in 1400, but have been determined by the department to be better accounted for separately from major equipment items. For example, staplers and office trash cans meet the definition of 1401, keyboards meet the definition of 1402, household vacuum cleaners meet the definition of 1412, but the department has determined that accounting for these minor items separately from major equipment items better meets the reporting needs of the department. Items meeting Auditor inventory requirements must not be coded here. See also 0955.

Payments coded to the 13th period of FY19 can continue to be coded the same as they have been for FY19. Questions concerning these changes should be directed to the Accounts Payable hotline 242-4444.

KDB/sm

cc: All Comptroller Supervisors