CATS Actions: Quick Reference with BOC

Credit Card (General)

Purchase Card Limits: Services $2,500   **Construction** $2,000   **Non-warranted** Supplies & Equipment $4,999   **Warranted** Supplies & Equipment $10,000
Purchases above limits need to be processed through Contracting Office

*Always refer to the BOC Manual and PCPOB Guidance when making credit card purchase

Action > Credit Card	What to Enter	No. of Entries	Quick Generic Credit Card BOC Code		
Credit Card Entries	• Account Code • Sub Account • Subcategory • Date • Credit Card User • Vendor • Purchase Description (prints on SOF) • **BOC** (Utilize wildcard "%" when searching) • Amount • Notes/Remarks (prints on "AD-700") • Repair Reporting: **Select Repair Check Box** Facility Repair: Reporting to FD ○ None ○ Split ○ Full Amount: _____ .00	**1 Entry** Completed at time of purchase request and updated when payment is reconciled in US Bank *Sometimes Partial or Cloning will be required to match how it was charged in US Bank	Misc.	2523	**Training, Tuition, Conference Registration fees**
				2421	Printing Services **Ex:** Passport Photos
				2240	Postage Fees - commercial carriers such as FedEx, UPS, etc. (NOT USPS)
				2352	USPS Postage Fees
				2679	Non-Monetary Awards **Ex:** Plaques, mugs, t-shirts, clocks, etc.
			Rental	2231	Truck Rental - Commercial **Ex:** Uhaul
				2361	Farm Equipment Rental
				2362	Laboratory Equipment Rental
				2364	IT Equipment Rental
				2365	Office Equipment Rental
				2366	Copier Equipment Rental
			Supplies & Materials	2629	Scientific & Experimental Supplies **Ex:** Pipettes, Balances, Scales, Filters
				2634	IT Supplies less than $5,000 **Ex:** Power cords
				2670	Facility & Safety Supplies **Ex:** Toilet paper, hand sanitizer, janitorial supplies
				2671	Office Supplies **Ex:** Pens, pencils, paper, envelopes, notebooks, etc.
				2672	Copier Supplies **Ex:** Paper, toner, etc.
				2627	Animal Feed
				2626	Chemicals and Lab Glassware **Ex:** acids, bases, buffers, reagents, organic and inorganic compounds, beakers
			Equipment (Below $5,000)	3141	Accountable: Trailer & ATV/UTV (if Leased or Requiring License Plate), Firearms, Explosives
				3142	IT Equipment **Ex:** Laptops, PCs, tablets, headsets, etc.
				3143	IT Software
				3144	IT Telecomm Equipment **Ex:** Cell phones
				3145	Non-Accountable Property **Ex:** Camera
			Equipment ($5,000 - $10,000) *Credit card limit	3151	Machinery & Equipment **Ex:** Trailer, Tractor, Freezer, Growth Chamber, Analyzer, Drone, etc.
				3152	IT Software **Ex:** Autocad, Fingerprint Analysis, etc.
				3153	IT Hardware **Ex:** Server, Network Switch, CPUs, etc.
				3154	Furniture and Fixtures **Ex:** Workstations, Tables, Cabinets
				3156	IT Telecommunications Equipment **Ex:** Voicemail Systems, Routers, switches, etc.
			Services (Below $2,499)	2531	Motor Vehicles R&M **Ex:** Tires, Batteries, Windshields, etc.
				2532	Equipment Service Contacts (Scientific and Facility)
				2535	Office Equipment Service Contracts
				2540	General Services
				2542	Research Services (Non-Federal) **Ex:** Analysis (DNA, Soil, etc.)
				2569	IT Service Contracts (Non-Federal)
				2570	Miscellaneous Services: **Ex:** Publications, Abstract Fees

All CATS Entries (Credit Cards and Short Data Entries) can be printed into an AD-700 Entry (Prints > AD-700)

If your location utilizes the AD-700 CATS Entries, make sure to select the correct BOC Codes and type of purchase on general tab.

CATS Actions: Quick Reference with BOC

Facility Related Costs					
Purchase Card Limits: Services $2,500 **Construction** $2,000 **Non-warranted** Supplies & Equipment $4,999 **Warranted** Supplies & Equipment $10,000 Purchases above limits need to be processed through Contracting Office					
*Always refer to the BOC Manual and PCPOB Guidance					

Action	No. of Entries	What to Enter	Quick BOC Code: Facility Related BOC		

Credit Card Entries *Facility
 	
Action > Credit Card
	1 Entry
	*Sometime Partial or Cloning will be required to match how it was charged in US Bank
		• Account Code
		• Sub Account
		• Date
		• Subcategory: **Facility**
		• Document info (PO)
		  # - IAS Req (+)
		  # - IAS Req (-)
		  # - IAS Award (+)
		• Credit Card User (if applicable)
		• Vendor
		• BOC (Utilize wildcard "%" when searching)
		• Amount
			Rental	2231	Truck Rental - Commercial **Ex:** U-Haul

				2367	Facility Rental Equipment
				2341	Building and Land - GSA
				2342	Building and Land – Non-GSA
				2343	Building and Land – Residential
			Supplies & Materials	2610	Energy Related Supplies
				2612	Gasoline (not for vehicle use)
				2613	Diesel (not for vehicle use)
				2670	General facility supplies **Ex:** Power/Hand Tools, Saws, Ladders, Gloves, Goggles, Signs, Lightbulbs, etc.
				2674	General Construction Supplies and Material
				2675	Equipment oils and lubricants
				2691	Facility Project Materials **Ex:** Drywall, Paint, Pipes, Valves, etc.

Purchase Order
 	
Action > Short Data Entry
	3 Entries:
	Details
	# - IAS Req (+)
	# - IAS Req (-)
	# - IAS Award (+)
		• Repair Reporting:
		Select Repair Check Box
		Facility Repair: Reporting to FD / None / Split / Full / Amount
		• Purchase Description: Describe
		○ **ACTIVITIES:** Repair, Replacement, Materials, Installation, Demolition, Removal
		○ **COMPONENTS:** Examples
		  ○ Walls, Windows, Floors
		  ○ Structural, HVAC, Plumbing, Electrical
		  ○ Building Interior Finishes
		  ○ IT Infrastructure: Security System, Telephone Infra.
		• Notes/Remarks (will print on AD-700)
			Equipment (Below $5,000)	2531	Motor Vehicles R&M **Ex:** Tires, Batteries, Windshields, etc.

				3141	Accountable: Trailer & ATV/UTV (if Leased or Requiring License Plate)
				3145	Non-Accountable Property **Ex:** Pressure Washers, Vacuums, etc.
			Equipment ($5,000 - $25,000) *Credit card limit	3151	Machinery & Equipment **Ex:** Freezer, Forklift, Heating Controls, Boilers, etc.
				3153	IT Hardware **Ex:** Server, Network Switch, CPUs, etc.
				3154	Furniture and Fixtures **Ex:** Workstations, Tables, Cabinets
				3156	IT Telecommunications Equipment **Ex:** Voicemail Systems, Routers, switches, etc.
				3120	**Above $25,000** Facility Equipment
			Services *Credit card limit	2532	Below $25,000: Facility **Equipment** R&M Service Contract
				2514	Federal protection (security) service (SWA - Security Work Authorization)
				2533	Below $25,000: Facility **Interior Space** Service Contract
				2534	Below $25,000: **Exterior Space** Service Contract
				2511	Janitorial Services Performed by Federal Agencies
				2540	General Facility Services **Ex:** Janitorial services (Non-Federal), Ground Maintenance
			Costs that extend Building and Fixtures by 2+ years	3220	Above $25,000: Building and Attached Fixture Alterations and Improvements **Ex:** Elevators, plumbing, boilers, systems: fire-alarm, lighting, heating systems, air-conditioning, refrigerating systems, etc.
				3230	Above $25,000: Other Structures and Improvements **Ex:** improvements to land, such as landscaping, fences, sewers, wells, reservoirs, etc.
				3290	Below $25,000: Building and Attached Fixture Alterations and Improvements **Ex:** Elevators, plumbing, boilers, systems: fire-alarm, lighting, heating systems, air-conditioning, refrigerating systems, etc.

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CATS Actions: Quick Reference with BOC

Short Data Entries						
*Always refer to the BOC Manual for Additional Information/Questions						
Action > Short Data Entry		What to Enter	No. of Entries and **Document Detail**	Quick BOC Codes		

Action > Short Data Entry		What to Enter	No. of Entries and **Document Detail**		BOC	Quick BOC Codes
Short Data Entry	**Agreements**	• Account • Sub Account • Date • Subcategory • Vendor • Purchase Description (prints on SOF) • BOC • Amount • Notes/Remarks (prints on "AD-700") • Repair Reporting: Select Repair Check Box	1 Entry: Doc # **Agreement Number**		2554	Research Support Agreement
					2510	Federal Contractual Services Including OIA
					4117	Cooperative Agreement
					4120	Grant
					4521	NACA (Non-Assistance Cooperative Agreements)
					9403	Agency IPSC
	Training (SF-182)		1 Entry:		2523	Training, Tuition, Conference Registration fees
	Gasoline (WeX)		1 Entry: Doc # **License Plate + Month**		2614	Gasoline
					2615	Diesel
					2675	Motor oil and other lubricants
					2531	R&M Motor Vehicles (ex: tires, batteries, etc.)
	Utilities		1 Entry: Doc # Fiscal Period		2300	FMMI VO Utility Obligation - NOT TO BE USED for FMMI B2s
	Purchase Order		3 Entries: Doc # **IAS Req # IAS Req # - IAS Req # Award**	Rental	2231	Truck Rental - Commercial Ex: Uhaul
					2361	Farm Equipment Rental
					2362	Laboratory Equipment Rental
					2364	IT Equipment Rental
					2365	Office Equipment Rental
					2366	Copier Equipment Rental
				Equipment **Above $5K**	3151	Machinery & Equipment **Ex:** Trailer, Tractor, Freezer, Growth Chamber, Analyzer, Drone, etc.
					3152	IT Software (less than $99K) **Ex:** Autocad, Fingerprint Analysis, etc.
					3153	IT Hardware **Ex:** Server, Network Switch, CPUs, etc.
					3154	Furniture and Fixtures **Ex:** Workstations, Tables, Cabinets
					3156	IT Telecommunications Equipment **Ex:** Voicemail Systems, Routers, switches, etc.
					3120	**Above $25,000** Equipment
					Facility	Reference Facility Related Equipment Quick Reference
				Services	2532	Equipment Service Contacts (Scientific and Facility)
					2535	Office Equipment Service Contracts
					2540	General Services
					2542	Research Services (Non-Federal) **Ex:** Analysis (DNA, Soil, etc.)
					2569	IT Service Contracts (Non-Federal)
					2570	Publication Services
					2570	Miscellaneous Services
					2351	Central Mail Distribution
					Facility	Reference Facility Related Services Quick Reference
	Travel		3 Entries: Doc # **Initials Start Date A Initials Start Date A Initials Start Date V**		2100	Authorization and Voucher

Facility Repair: Reporting to FD
• None ○ Split ○ Full
Amount: _____.00

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