

**CY 2015**  
**09/27/2014 – 09/25/2015**  
**FREDERICK NATIONAL LABS / FINANCE DEPT**  
**GL ACCOUNT NUMBER STRUCTURE**

<b>MATERIALS &amp; SUPPLIES</b>
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**15-5410-001 - Animals & Animal Supplies**

Animals, animal supplies, feed and bedding

**15-5420-001 - Occupational Clothing & Safety Supplies**

Clothing, eyewear, footwear, gloves, hearing protection, respirators

**15-5430-001 – Biologicals**

Chemicals, enzymes, oligos, peptides, reagents, sera, tissue culture media

**15-5440-001 - Controlled Materials**

Radioisotopes, DEA-controlled drugs, animal/human derived items, ATF alcohol

**15-5450-001 - Industrial Supplies**

Maintenance supplies, bags, batteries, compressed gases, replacement parts

**15-5455-001 - Cleaning Supplies & Toiletries**

Cleaning supplies, disinfectants, hand cream, shampoo, tissues, towels

**15-5460-001 - Laboratory Supplies**

Glass and plastic ware, consumables, instruments, apparatus, medical supplies  
Equipment less than \$5,000

**15-5465-001 – Miscellaneous Supplies for SMA**

Miscellaneous Supplies for SMA

**15-5470-001 – Office Supplies**

General office supplies, photographic items, office furniture, food/grocery items  
Sensitive items such as audio/video equipment, communication devices, fax machines  
(Not to be used for Computer hardware and accessories)

**15-5471-001 – Reprints**

Reprints, manuscripts, processing fees, abstracts

**15-5472-001 – Freight**

Freight charges associated with materials shipped to and from NCI-Frederick (FedEx, Ups)

**15-5473-001 - Telephone / Wireless Communication**

Wireless communication service fees only

**15-5474-001 - Printing & Reproduction**

Services and supplies provided by vendors outside NCI-Frederick for printing, reproduction and film processing

**15-5475-001 – Subscriptions**

Subscriptions for job-related journals and publications

**15-5476-001 – Dues**

Non-personal dues for memberships to job-related organizations (contractor personnel only)

**15-5477-001 – Books**

Books and workbooks for job-related subjects

**15-5480-001 - Computer Hardware (<\$5,000)**

Computers, computer systems and accessories, modems, mouse, printers

System represents all items that make up one working base unit, excluding consumables, software, service and/or external peripherals.

**15-5481-001 - Computer Software**

Purchase and upgrades of software (regardless of dollar amount)

<b>TRAVEL &amp; CONSULTANTS</b>
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**20-5511 - Foreign Travel**

Costs associated with travel to foreign countries outside of the United States

**NOTE: Travel to countries outside the U.S. including Canada and Mexico**

**20-5512 - Scientific Travel**

Costs associated with domestic travel for research purposes (conferences, conventions, meetings, retreats)

**NOTE: Trips to Alaska, Hawaii, Puerto Rico, Northern Mariana Islands and U.S. territories and its possessions**

**20-5513 - Administrative Travel**

Costs associated with domestic travel for administrative purposes (conferences, conventions, meetings, retreats)

**20-5514 – Training**

Costs associated with training except registration fees (classes, courses, training sessions)

**25-5515 - Recruitment Expenses**

Costs associated with recruitment such as travel to recruitment functions and applicant travel to NCI-Frederick for interviews

**25-5516 - Relocation Expenses**

Costs associated with relocating employee such as expenses for travel, temporary living, house hunting and shipment of household goods

**25-5517 – Immigration Expenses**

Costs associated with immigration expenses

**25-5519 – International Assignment Agreement**

Costs associated with special agreements for employees assigned to foreign locations

**20-5520 – NCI-F Seminars, Conferences, Workshops**

All costs associated with seminars, conferences and workshops coordinated by NCI-Frederick

**50-5570-001 – Consultants**

Cost for personal services and/or expertise contracted to non-NCI-Frederick personnel

<b>EQUIPMENT PURCHASES</b>
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Non-expendable equipment with a value of \$5,000 and above with a life expectancy of two years or accessories which upgrade / enhance existing equipment

**40-5610-001 - Capital Equipment and Accessories – R&D**

Capital equipment and accessories charged to intramural centers or contractor R&D centers

**40-5610-002 - Capital Equipment and Accessories - Admin**

Capital equipment and accessories charged to contractor administrative centers

<b>OPERATIONAL SUPPORT SERVICES</b>
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**35-5720-001 - Vehicle Operations Services**

Labor cost associated with vehicle expenses such as towing, repairs, battery installation

**35-5721-001 - Vehicle Parts**

Parts associated with the repair and upkeep of vehicles such as fuel, oil, belts, wiper blades

**35-5722-001 - Vehicle Leases - Short Term**

Vehicle leases less than 180 days

**30-5730-001 – Miscellaneous**

Specific one-time expenses which do not relate to any other established GL Account Number

**30-5731-001 – Postage**

Charges for mailing contract-related materials

**40-5750-001 - Leases & Rental Agreements - Admin**

Agreements for administrative items such as copiers, water systems, pagers  
Rentals of forklifts, jackhammers, on-site storage and office trailers  
Vehicle Leases over 180 days

**40-5751-001 - Leases & Rental Agreements - R&D**

Leases and rentals of R&D capital equipment and real property

**40-5760-001 - Service Maintenance Agreements**

Service Agreements on government-owned lab and administrative equipment

**40-5762-001 – Software Support Agreements**

Service Agreements for software licensing and support

**40-5763-001 – Equipment Repair, Time & Materials**

Costs for repairs not covered by Service Maintenance Agreements

**40-5764-001 – Relocation of Equipment**

Costs associated with relocation of equipment

**40-5765-001 – IT Equipment Maintenance**

Costs associated with IT Equipment Maintenance

**50-5780-001 - Research Support Services**

Contracted professional scientific services such as collecting tissue samples, lab testing, medical and veterinary services

**50-5781-001 - Library Services and Searches**

Services for Online databases such as Fedlink, Network Office

**50-5782-001 - Animal Related Contracts**

Contracted services specifically related to Animal Research

**50-5783-001 – Validation, Calibration & other GMP Services**

Agreements for validation, calibration and other GMP compliance services

**50-5790-001 - Administrative Support Services**

Administrative services such as bindery, courier, design charges, laundry, temporary agencies

## **FACILITIES OPERATIONS**

### **55-5811-001 - Construction/Renovations - Real Property**

Contracted services for the construction, renovations or modifications of buildings which are considered real property

### **55-5812-001 – Construction / Renovations – Personal Property (Non-Taxable)**

Contracted services for construction, renovations, or modifications of buildings which are considered personal property

### **55-5813-001 – Construction / Renovations – Personal Property (Taxable)**

Contracted services for construction, renovations, or modifications of buildings which are considered personal property

### **55-5820-001 - A & E**

Architect and Engineering Services

### **55-5831-001 - Installed Equipment - R&D**

R&D installed equipment permanently connected in a building such as autoclaves, counter tops, hoods, HVAC, washers

### **55-5833-001 - Installed Equipment – Administrative**

Administrative installed equipment permanently connected in a building such as base cabinetry

### **60-5840-001 - Off-Site Facilities**

Leases for facilities, utilities, and non-capital furnishings of off-site facilities

### **60-5841-001 - Off-Site Facilities Services**

Services for Security and Cleaning of off-site buildings

### **60-5850-001 - Maintenance and Repair - Real Property**

Charges for contracted maintenance and repair of buildings such as carpet, flooring and painting

### **50-5875-001 – Intercompany Transfers**

Charges for services performed by other SAIC business units in support of the OTS contract

## CORE SERVICES

80-5901-001	BIOL PRODS/AIDS VAC
80-5906-002	REPOSITORY STORAGE
80-5906-003	REPOSITORY ACTIVE
80-5907-001	ANALYTICAL CHEMISTRY
80-5908-001	PROTEIN CHEMISTRY
80-5908-002	PROTEIN CHEMISTRY LAB CCR
80-5909-001	DCEG HORMONE ANALYSIS
80-5911-001	CLINICAL IMMUNOLOGY
80-5912-001	ADRD ADMINISTRATION
80-5913-001	DNA EXTRACTION
80-5914-001	CMRP SUPPORT
80-5915-001	MEDIA SUPPORT
80-5918-001	ELECTRON MICROSCOPY
80-5918-002	EM/OMAL CCR
80-5919-001	MOLECULAR TECH LAB
80-5920-001	TRANSGENIC CORE
80-5922-001	FLOW CYTOMETRY SUPP
80-5923-001	ATC MICROARRAY
80-5924-001	CRYOPRESERVATION
80-5925-001	OLIGONUCLEOTIDE SYN
80-5926-001	SEQUENCING FACIL SUPP
80-5927-001	KNOCKOUT CORE
80-5928-001	PUBLICATIONS
80-5930-001	INFO SYSTEMS PROGRAM
80-5931-001	PROTEIN EXPRESS LAB
80-5931-002	PROTEIN EXPRESS LAB CCR
80-5932-001	GENE EXPRESS LAB
80-5933-001	LAB EXP IMMUNOLOGY
80-5934-001	ANIMAL HEALTH & DIAG
80-5936-001	ANIMAL MOLECULAR DIAG
80-5937-001	ANIMAL HOLDING
80-5938-001	NIH ANIMAL HOLDING
80-5941-001	ANIMAL TECHNICAL
80-5942-001	NIH ANIMAL TECHNICAL
80-5943-001	PATHOLOGY/HISTOTECH
80-5946-001	RECEIVING/QUARANTINE
80-5947-001	SM ANIMAL IMAGING PRG
80-5948-001	MOUSE REPOSITORY
80-5949-001	HIGH THRUPTUT GENOTY
80-5962-001	NCI-CCR DNA MINICORE
80-5963-001	CONFOCAL CORE FAC
80-5964-001	BIOPHYSICS RESRCE LAB
80-5966-001	VES-CORE SERVICES
80-5967-001	CAPR-LASP-TSA
80-5970-001	ADMIN/SUPP/CHRG BACK

80-5972-001	IN-HOUSE QC TESTING
80-5974-001	BUILDING SUPPORT
80-5976-001	PROTECTIVE SVCS SUPP
80-5978-001	VPP-SUPP NON-SERV PRJ
80-5980-001	WORK ORDERS