

**EXPENDITURE
CLASSIFICATION
HANDBOOK**

**OFFICE OF THE COMPTROLLER
COMMONWEALTH OF MASSACHUSETTS**

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

Note: Please become familiar with the [Instructions Section](#) of the Expenditure Classification Handbook “ECH” before moving on to this section.

OBJECT CLASS LL - PROGRAMMATIC EQUIPMENT TAX EXEMPT LEASE-PURCHASE (TELP), LEASE AND RENTAL, MAINTENANCE AND REPAIR

Covered Expenditures: This object class includes expenditures for non-Information Technology (IT) and non-facility infrastructure Tax Exempt Lease-Purchases (TELP), Equipment Term Leases and short-term rentals, and equipment maintenance and repair.

Expenditures Not Covered: This object class does not cover outright purchase of equipment without financing. For this expenditure, see Object Class [KK](#). For facility infrastructure and systems, see Object Class [NN](#). For Information Technology (IT) expenses, see Object Class [UU](#).

Requirements: All Commonwealth departments are responsible for making contract obligations and expenditures in compliance with applicable laws and CTR Fiscal Policies (see [Fixed Asset Acquisition Policy](#)). All departments that take advantage of incidental purchases must comply with incidental purchase requirements identified by CTR and OSD. In addition:

- Executive departments “Level III” must comply with [M.G.L. c. 7, § 22, 801 CMR 21.00](#) and the “[Conducting Best Value Procurements Handbook](#)” for [801 CMR 21.00](#) covered goods and services, and must purchase from available Statewide Contracts, and use specified Commonwealth contract forms. Exceptions from using Statewide Contracts will only be permitted with prior written approval from the State Purchasing Agent explained in [Procurement Overview - OSD Legal Authority, Strategic Oversight and the Required Use of Statewide Contracts \(Revised 10/1/2013\)](#). Departments are required to review [Conducting Best Value Procurements Handbook](#);
- Non-Executive departments “Level II” must comply with [M.G.L. c. 7, § 22](#), internal procurement policies and procedures and use specified Commonwealth contract forms.
- Exempt departments “Level I” must comply with internal procurement policies and procedures and if the department takes advantage of MMARS document processing delegation, the department must use specified Commonwealth contract forms.

The format of this object class differs from other object classes because the object codes are divided into the following three categories:

❖ Object Codes L02 through L12 –EQUIPMENT LEASE-PURCHASE (TELP) (Purchase of Commodity with Third Party Financing with goal of Ultimate Ownership)

- Department has a definite long term need for the Commodity.
- Commodity is not likely to be quickly outdated by advances in technology, or the durability of the Commodity will provide a long-term useful life.
- Department wants to “own” equipment.
- Department does not have sufficient available funds for outright purchase.
- ANF has approved the use of a TELP.
- Department must commit to ensuring sufficient operating or other non-capital funds are available for TELP payments.
- TELPS paid (in full or in part) with Commonwealth funds (appropriated) MUST use either the Tax-Exempt Financing by Commonwealth TELP, Statewide TELP Contracts or an approved Contractor TELP; Universities, Non-Executive and Exempt departments that plan to use appropriated funds to pay for a TELP MUST use the approved TELP contractors since use of appropriated funds potentially impacts the Commonwealth’s bond rating and must be carefully monitored.
- Department builds equity in equipment and title passes to the department at end of Lease-Purchase payments.
- Procuring departments are required to service/maintain equipment. Service/Maintenance contracts should be executed with an appropriate service vendor and recorded on MMARS as a CT or RPO.
- TELPS require recurring payment mechanism to ensure timely payments (RPO).
- TELPS may not be terminated without prior approval of the Comptroller.

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

❖ **Object Codes L22 through L32 EQUIPMENT SHORT TERM RENTAL OR TERM LEASE (Short term use of equipment without ownership.)**

Short Term Equipment Use Without Ownership (Less than 6 months) – Rental

- Short Term “use” department does not wish to own.
- Rental payments are usually significantly more than Term Lease or Lease Purchase (TELP) payments.
- Maintenance/insurance is provided by the contractor.
- Departments will not build equity in the equipment and will not own or buy out the equipment as an option of the Rental.
- Title and ownership and risk of loss remain with the contractor and will NOT be transferred to the department as part of the Rental.

Long Term Equipment Use Without Ownership (Longer than 6 months) – Term Lease

- Lease gives the department only the “use” of the commodity for a specified period.
- Lease payments are usually less than a rental for the same period of time.
- Procuring departments are usually required to maintain and service the commodity, either as part of the lease payment or under a separate maintenance contract.
- Procuring departments will not build equity in the equipment and will not own or buy out the equipment as an option of the lease.
- Leases may offer automatic upgrades or replacement with new models during or at the end of the term of the lease.
- Title and ownership and risk of loss remain with the Contractor and will NOT be transferred to the department as part of the lease.

A Term Lease must be evaluated to determine if it should be categorized as capital or operating. The key points are as follows:

- Is there are transfer of ownership at the end of the lease?
- Is there a “bargain purchase option?” In other words, can the asset be purchased at the end of the lease for less than its fair market value at the end of the lease?
- Is the term of the lease GREATER THAN OR EQUAL TO 75% of the asset’s **USEFUL LIFE**?
- Is the present value of the lease payments GREATER THAN OR EQUAL TO 90% of the asset’s **FAIR MARKET VALUE** at the time of signing of the contract?

If the answer to ANY of the above is YES, the lease type is a CAPITAL lease. All others are OPERATING LEASES.

❖ **Object Codes L42 through–L63 EQUIPMENT MAINTENANCE AND REPAIR (Includes Replacement Parts Only as Part of The Service Agreement)**

Maintenance is day-to-day, recurring repair and upkeep, which maintains an asset in good working condition throughout its estimated useful life.

OBJECT CODES L02 THROUGH L12 – EQUIPMENT LEASE-PURCHASE (TELP)
(Purchase of Commodity with Third Party Financing with goal of Ultimate Ownership).
See Object Class LL Introduction for additional information.

L02 EDUCATIONAL EQUIPMENT TELP LEASE-PURCHASE – Items necessary for instructional use in a teaching setting, for example: microscopes, overhead projectors, tape recorders and lab equipment. See [K02](#) for outright purchase.

Legal Authority:	M.G.L. c. 7, § 22 ; M.G.L. c. 30, §§ 51-52 ; 801 CMR 21.00
Oversight Department:	ANF, OSD, CTR
Agreement Type:	Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request:	RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase:	N/A
Tax Forms:	None

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

L03 PROGRAMMATIC FACILITY EQUIPMENT TELP LEASE-PURCHASE – Items necessary for the operation of programs of a state facility, for example: machinery, instruments, appliances, and modular units. See [K03](#) for outright purchase. See [N62](#) for TELP Lease-Purchase of energy savings conservation measures.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L04 MOTORIZED VEHICLE EQUIPMENT TELP LEASE-PURCHASE – Motor vehicles, including passenger vehicles, airplanes, helicopters, passenger trucks, lawn mowers/tractors greater than 90 h.p., and marine vessels. Includes motorized vehicle equipment accessories. See [K04](#) for outright purchase; [K11](#) for heavy equipment.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [M.G.L. c. 30, 36A](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L05 OFFICE EQUIPMENT TELP LEASE-PURCHASE – For example: calculators, typewriters, postage, and FAX machines. For IT Hardware equipment, see [U07](#), [U08](#) and [U09](#). See [K05](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L06 PRINTING, PHOTOCOPYING, AND MICROGRAPHICS EQUIPMENT TELP LEASE-PURCHASE – Printing, photocopying, duplicating and micrographic equipment, includes equipment for the microproduction of source documents or electronic data and microfilm/microfiche readers and printers. See [K06](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L07 OFFICE FURNISHINGS TELP LEASE-PURCHASE – For example: desks, chairs, floor mats and modular partitions. See [K07](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form; TELP approvals and additional TELP Forms
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

L09 MEDICAL EQUIPMENT TELP LEASE-PURCHASE – For example: x-ray machines and blood gas analyzers. See [K09](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form; TELP approvals and additional TELP Forms
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L10 LAW ENFORCEMENT AND SECURITY EQUIPMENT TELP LEASE-PURCHASE – For example: firearms, radar, walkie-talkies and breath analyzers. See [K10](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form; TELP approvals and additional TELP Forms
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L11 HEAVY EQUIPMENT TELP LEASE-PURCHASE – For example: front-end loaders, backhoes, bulldozers and cranes. See [K11](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form; TELP approvals and additional TELP Forms
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

L12 TELEVISION BROADCASTING EQUIPMENT TELP LEASE-PURCHASE – High technology equipment used for audio/visual productions for video and other television broadcasting. See [K12](#) for outright purchase.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form; TELP approvals and additional TELP Forms
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM
Incidental Purchase: N/A
Tax Forms: None

OBJECT CODES L22 THROUGH L32
EQUIPMENT RENTAL OR LEASE
(Short-term use of equipment without ownership).
See [Object Class LL Introduction](#) for additional information.

L22 EDUCATIONAL EQUIPMENT RENTAL OR LEASE – Items necessary for instructional use in a teaching setting, for example: microscopes, overhead projectors, tape recorders and lab equipment.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L23 PROGRAMMATIC FACILITY EQUIPMENT RENTAL OR LEASE – Items necessary for the operation of programs of a state facility, for example: machinery, instruments, and appliances. For rental or lease of law enforcement and security equipment, see L30. See object code [G01](#) for rental or lease of modular units.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L24 MOTORIZED VEHICLE EQUIPMENT RENTAL OR LEASE – Motor vehicles, including passenger vehicles, airplanes, helicopters and passenger trucks, lawn mowers/tractors greater than 90 h.p., and marine vessels. Includes motorized vehicle equipment accessories.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [M.G.L. c. 30, § 36A](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L25 OFFICE EQUIPMENT RENTAL OR LEASE – For example: calculators, typewriters and postage machines. For lease or rental of IT hardware, see [U09](#).

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L26 PRINTING, PHOTOCOPYING AND MICROGRAPHICS EQUIPMENT RENTAL OR LEASE – Printing, photocopying, duplicating and micrographic equipment, including equipment for the microproduction of source documents or electronic data and microfilm/microfiche readers and printers.

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L27 OFFICE FURNISHINGS RENTAL OR LEASE – For example: desks, chairs, floor mats and modular partitions.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L29 MEDICAL EQUIPMENT RENTAL OR LEASE – For example: x-ray machines and blood gas analyzers.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L30 LAW ENFORCEMENT AND SECURITY EQUIPMENT RENTAL OR LEASE – For example: firearms, radar, walkie-talkies and breath analyzers.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L31 HEAVY EQUIPMENT RENTAL OR LEASE – For example: front-end loaders, backhoes, bulldozers and cranes.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

L32 TELEVISION BROADCASTING EQUIPMENT RENTAL OR LEASE – High technology equipment used for audio/visual productions for video and other television broadcasting.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099(MISC)

OBJECT CODES L42 THROUGH L63
EQUIPMENT MAINTENANCE AND REPAIR
(INCLUDES REPLACEMENT PARTS ONLY AS PART OF THE SERVICE AGREEMENT).
See [Object Class LL Introduction](#) for additional information.

L42 EDUCATIONAL EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of items necessary for instructional use in a teaching setting, for example: microscopes, overhead projectors, tape recorders and lab equipment.

Legal Authority: [M.G.L. c. 30, §§ 51-52](#); [M.G.L. c. 7, § 22](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L44 MOTORIZED VEHICLE EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of motor vehicles, including passenger vehicles, airplanes, helicopters and passenger trucks, lawn mowers/tractors greater than 90 h.p., and marine vessels.

Legal Authority: [M.G.L. c. 30, § 36A](#); [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L45 OFFICE EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of calculators, typewriters, postage, FAX machines, etc. For IT equipment maintenance and repair, see [U10](#).

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L46 PRINTING, PHOTOCOPYING, & MICROGRAPHICS EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of printing, photocopying, duplicating and micrographic equipment, includes maintenance of equipment for the microproduction of source documents or electronic data and microfilm/microfiche readers and printers.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L47 OFFICE FURNISHINGS MAINTENANCE AND REPAIR – Maintenance of desks, chairs, floor mats, modular partitions, etc.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L49 MEDICAL EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of x-ray machines, blood gas analyzers, etc.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L50 LAW ENFORCEMENT AND SECURITY EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of firearms, radar, walkie-talkies, breathe analyzers, etc.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L51 HEAVY EQUIPMENT MAINTENANCE AND REPAIR – Maintenance of front-end loaders, backhoes, bulldozers and cranes, etc.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L52 TELEVISION BROADCASTING EQUIPMENT MAINTENANCE AND REPAIR – High technology equipment used for audio/visual productions for video and other television broadcasting.

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR

EXPENDITURE CLASSIFICATION HANDBOOK
OFFICE OF THE COMPTROLLER | COMMONWEALTH OF MASSACHUSETTS

Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L63 PROGRAMMATIC EQUIPMENT MAINTENANCE AND REPAIR – Maintenance and repair for items necessary for the operation of programs of a state facility, for example: machinery, instruments, appliances and modular units. For security equipment maintenance and repair, see [L50](#). For maintenance of building infrastructure and systems, such as elevators and HVAC systems and controls, see [N50](#).

Legal Authority: [M.G.L. c. 7, § 22](#); [M.G.L. c. 30, §§ 51-52](#); [801 CMR 21.00](#)
Oversight Department: ANF, OSD, CTR
Agreement Type: Commonwealth Terms and Conditions/Standard Contract Form
Pre/Encumb/Payment Request: RQS (optional pre-encumbrance)/RPO/PRM/CT/PRC
Incidental Purchase: GAE/INP use restricted to Incidental Purchases (Incidental Purchases >\$5,000 to \$10,000 require a Commonwealth Terms and Conditions/Standard Contract Form and use a GAE/GAX)
Tax Forms: 1099-NEC

L87 CASH WITH CAMPUS – Pursuant to Massachusetts General Law requiring Commonwealth Colleges and Universities to report the activity of campus-based funds by subsidiary to the Comptroller of the Commonwealth on the Commonwealth’s Statewide Accounting System, MMARS (Fund 0901).

Legal Authority: [M.G.L. c. 15A, § 15C](#) Authorizing Legislation
Oversight Department: CTR
Agreement Type: Relevant Supporting Detail on college and university accounting systems.
Payment/Receipt Request: TV/RT (Use restricted to colleges and universities)
Incidental Purchase: N/A
Tax Forms: Forms 1099 and 1042 – Colleges and Universities Responsible for Compliance using local Tax Identification Number

L90 OPERATING TRANSFER – Equipment TELP Lease-Purchase, Lease and Rental, Maintenance and Repair.

Legal Authority: Authorizing Legislation; [815 CMR 6.00](#)
Oversight Department: CTR
Agreement Type: Copy of Authorizing Legislation; Relevant Supporting Documentation
Pre/Encumb/Payment Request: OT (Use restricted to CTR)
Incidental Purchase: N/A
Tax Forms: None

L99 LATE PENALTY INTEREST – Interest penalty for late payments.

Legal Authority: [M.G.L. c. 29, §§ 20C, 29C](#); [M.G.L. c. 7A, § 5A](#); [815 CMR 4.00](#)
Oversight Department: CTR
Agreement Type: Valid Claim Under Contract
Pre/Encumb/Payment Request: GAP (optional pre-encumbrance)/GAE/GAX
Incidental Purchase: N/A
Tax Forms: 1099(INT)