



# QRG 3:

## DESCRIPTION TABLE LIST (DTL) MOST-USED CODES LIST

**AP01**

### Job Aid AP01-QRG3

The purpose of this job aid is to provide the DTL Most-Used Codes list for NCAS.

CODE	ABBR. DESC	DESCRIPTION
DCC	COMMUNITY COLLEGES	A member of the North Carolina Community College System
GVF	FEDERAL GOVERNMENT	Denotes a vendor that is part of or operated by an agency of the federal government
GVL	NC LOCAL GOVERNMENT	Denotes a vendor that is part of or operated by an agency of local government
GVS	NC STATE GOV	Denotes a vendor that is a state government agency, which excludes the community college system
GVU	NC UNIVERSITY	Denotes an N.C. state-supported university. This excludes the community college system and (HBC) historically black colleges and universities
HBC	HIST BLACK UNIV	Historically black colleges and universities
IND	INDIVIDUAL	A vendor that is an individual as opposed to a corporation, partnership, etc.
OSG	OUTSIDE STATE GOVT	State or local government vendor located outside the state of North Carolina
OSU	NON-STATE UNIV	State-affiliated university located outside the State of North Carolina
S01	SMALL BUSINESS	Denotes a vendor that fits the "small business" description as defined by the division of purchase and contract
S02	DISABLED OWNED	Denotes a vendor that is owned by a handicapped person or persons
S03	MINORITY OWNED	Denotes a vendor that is owned by a member or members of a minority race
S04	WOMAN OWNED	Denotes a vendor that is owned by a woman or women
S04	SMALL/DISABLED	Denotes a vendor that is both a small business and owned by a handicapped person or persons
S06	SMALL/MINORITY	Denotes a vendor that is both a small business and owned by a member or members of a minority race
S07	SMALL/WOMAN	Denotes a vendor that is both a small business and owned by a woman or women
S08	DISABL/MINORITY	Denotes a vendor that is owned by a person or persons who are both handicapped and members of a minority race
TAX	TAX EXEMPT	Denotes a vendor that is exempt from payment of taxes in North Carolina
UNT	SCHOOL UNIT	Denotes a local school administrative unit or school in North Carolina's Public School System
999	OUT-OF-STATE	Out-of-state-vendor remit-to and/or order-from address are out of state