

## University of Oklahoma – Supplier Abbreviation Standards

Word	Abbr
&	AND
Academy	ACAD
Account(s)	ACCT
Accounting	ACCTG
Administration	ADMN
America, American	AMER
Apartment(s)	APT
Architecture	ARCH
Associates, Associated	ASSOC
Association(s)	ASSN
Automated, Automatic, Automation	AUTO
Board(s)	BD
Building(s)	BLDG
Center(s)	CTR
Chemical	CHEM
College(s), Collegiate	COLL
Communication(s), Committee(s), Commission(s)	COMM
Company, Companies	CO
Computer(s), Computing	COMP
Conference	CONF
Construction	CONST
Convention	CONV
Cooperative	COOP
Corporation (not Corporate)	CORP
Council	COUN
Department	DEPT
Develop(er), Development(s), Developmental	DEV
Distributor(s), Distributing, Distribution(s)	DIST
Division	DIV
Education, Educational, Educators	EDUC

Word	Abbr
Electronic(s), Electric, Electrical	ELEC
Engineering, Engineer(s)	ENG
Enterprise(s)	ENT
Environment, Environmental	ENVIR
Equipment	EQUIP
Estate	EST
Executive	EXEC
Fabricators, Fabrications	FAB
Federal	FED
Finance, Financial, Financing	FIN
Foundation(s)	FTDN
Geological	GEO
Government	GOVT
Graduate(s)	GRAD
Health Science Center	HSC
Incorporated	INC
Industry, Industrial, Industries	IND
Information	INFO
Institute, Institution(s)	INST
Instrument(s), Instrumental	INSTR
International	INTL
Journal(s)	JRNL
Laboratory, Laboratories	LAB
Limited	LTD
Machine(s)	MACH
Maintenance	MAINT
Management	MGMT
Manufacture(rs), Manufacturing	MFG
Market, Marketing	MKT
Mechanical	MECH

Word	Abbr
Meeting(s)	MTG
Mount, Mountain	MT
National	NATL
Oklahoma	OK
Oklahoma City	OKC
Organization(s), Organizational	ORGN
Petroleum	PETRO
Photography, Photographic, Photographer	PHOTO
Printing	PRTG
Products(s), Production(s)	PROD
Professional(s)	PROF
Program(s), Programming	PROG
Project	PROJ
Publication(s), Publisher(s), Publishing	PUB
Research	RES
Saint	ST
Scientific, Science(s)	SCI
Service	SVC
Services	SVCS
State(s)	ST
Supply	SPLY
System(s)	SYS
Technical, Technology(gies)(gical)	TECH
Telecommunication(s)	TELECOMM
Training	TRNG
United States	US
United States of America	USA
University	UNIV
Unlimited	UNLTD

### Other Supplier Standards:

- The, An or A as the first word of a supplier's name will not be included.
- Spaces between acronyms and initials will not be included.
- Individual Names: LASTNAME, FIRSTNAME MI (no space between LASTNAME and FIRSTNAME).
- Apostrophes in names will be run together.
- If the above standards are part of a name, it will not be abbreviated.

Example: THE SMITHFIELD BROTHERS will be SMITHFIELD BROTHERS

Example: A T S & F will be ATS and F

Example: SMITH, MICHAEL T

Example: O' NEAL will be O'NEAL

Example: MICROSYSTEMS will stay the same.