ACCEPTABLE ABBREVIATION LIST
Effective January 1st 2005

AKC – American Kennel Club
A/P – accounts payable
A/R – accounts receivable
AA/EOE – Affirmative Action/Equal Opportunity Employer
AC/DC – electrical
Air or AC – air conditioning
Am – time (9 am)
AM/FM – radio
Ammo – ammunition
Amp – ampere or amplifier
Approx – approximately
Appt – appointment
APR – annual percentage rate
Apt – apartment
Assoc – Association/Associate
ATV – all terrain vehicle
Auto – automatic transmission
Avail – available
Ave – avenue
AWD – all wheel drive
Awn – awning
BBQ – barbecue
Bd ft – board feet
Bdrm – bedroom
Bldg – building
Bldr – builder
BLM – Bureau of Land Management
Blvd – Boulevard
BFOQ – Bona Fide Occupation Qualification
BTU – British Thermal Units
C – carat, weight of gems
Cam – camera
Carb – carburetor
Cass – cassette
CAT – Caterpillar
CB – citizen band
Cc – cubic centimeter
CD – compact disc
CETA – Certified Employment Training Act
Cid – cubic inch displacement
Cm – centimeter
Co-op – cooperative
Co – Company
Coin-op – coin operated
Cond – condition
Condo – condominium
Corp – Corporation
CPA – Certified Public Accountant
Cruise – cruise control
Ct – court
Cu ft – cubic feet
Cu yd – cubic yard
Cyl - cylinder
Dba – doing business as
DOE – depending on experience
DOQ – depending on qualifications
Dbl – double
Deli – delicatessen
Demo – demonstrator
Dep – deposit
Dept – department
Dir – directions
DJ – disc jockey
Dk – dark
DLR – dealer
Dr – door
Dr – drive
e-mail – electronic mail
ea – each
EDP – Electronic Data Processing
EFA – Electric Forced Air
EKG – electrocardiogram
EOE – Equal Opportunity Employer
EPA – Mileage estimate only
Equip – equipment
ER – emergency room
Est – estimated
Eve – evening
Exp – experience
Ext – extension
Ext – extended
4WD & 2WD – four wheel drive & 2 wheel drive
4x4 – four wheel drive
F/C – full cycle
F/T – full time
Fridge – refrigerator
FSC – fully self contained
Ft – foot
G/L – general ledger
Gal – gallon
Gen – generator
GMAC – General Motors Acceptance Corp.
GPM – gallons per minute
GVW – gross vehicle weight
H or HH – hands (high)
Hp – horsepower
HOW – Home Owners Warranty
Hts – heights
Hwy – highway
I/O - inboard/outboard
ICU – Intensive Care Unit
IED – Intermediate Education District
In – inch
Inc – Incorporated
Info – information
Int/ext – interior/exterior
Int’l – International
Jr – junior
K – karat purity of gold
K – 1,000’s (32K miles)
KOA – Kampgrounds of America
Kw – kilowatt
Lbs – pound
Lg – large
Lin ft – lineal foot
LPN – Licensed Practical Nurse
Lt – light
Ltd – limited
M-F – Monday through Friday
M/F/H/V – Male/Female/Handicapped/Veteran
MAI appraised – Master Appraisers Institute
Max – maximum
MBF – thousand board feet
Med – medical
Med – medium
Mfg – manufacturing/manufacture
Mgmt – management
Mgr – manager
Mhz – Megahertz
Mi – mile
Min – minimum
Mike – microphone
Misc – miscellaneous
Mm – millimeter
Mo – month
Mpg – miles per gallon
MS – Microsoft
Msg – message
Mt – mount
NCR – no carbon required
No – number
OAC – on approved credit
OBO - or best offer
ODL – Oregon driver’s license
OR – operating room/Oregon
Orig – original
Oz – ounce
PS – power seats
PO – post office
P/T – part time
PA – public address
Pass – passenger
PB – power brakes
PBX – public business exchange
Pd – paid
PDL – power door locks
Pkg – package
Pm – time (10 pm)
POA – Ponies of America
Pr – pair
Prep – preparation
Pro – professional
Prop – propeller
PS – power steering
Pt – pint
PTO – power take off
PUD – Planned Unit Development, Public Utility District
PW – power windows
QH – Quarter Horse
Rd – road
RFD – range directional finder
Rec – recreation
Ref – references
Refrig – refrigerator
Reg – regular
Rep – representative
Rhodies – rhododendrons
RN – Registered Nurse
RPM – revolutions per minute
RV – recreational vehicle
S/C – self contained
S4S – surfaced 4 sides
Sax – saxophone
Sm – small
Spd – speed
sq. ft. – square foot
sq. in. – square inch
sq. mi. – square mile
sq. yd. – square yard
Sr – senior
St – street
Stk. – stock
SUV – Sports Utility Vehicle
Tach – tachometer
TB – thoroughbred
Tech – technician
Thru – through
Tilt – tilt wheel
TLC – tender loving care
Trans. – transmission
TV – television

U-haul – you haul
Uke – ukulele

VCR – video cassette recorder
Vet – veteran or veterinarian

W/ - with
Wknds - weekends
WPM – words per minute
WW - World War

Yd – yard

COMPUTER ABBREVIATIONS:
CPS – characters per second
CPU – central processing unit
DS HD – double sided, high density
DS DD – double sided, double density
HD – hard drive
I/O ports – input-output ports
640K RAM – 640,000 bytes of random access memory
Meg. – megabyte
Mhz – megahertz
MS DOS & PC DOS – disk operating system
RAM – random access memory

All zonings – R-1, R-2, etc

Employment Ads – Job title descriptions, licenses, etc. that applicants must understand to be qualified for work are acceptable in employment ads.

Designations for educational and professional degrees, such as Dr., MD, PhD, BA, MA, etc

Common lodges, clubs:  B.P.O.E., BPW,  F.O.E., etc.

Common titles, Mr., Ms., Mrs., Rev; military: Sgt. Capt., etc.; also Pres., Sec., VP, etc.

Animal Associations: AKC, CFA, AQHA, POA, etc

Shortened words in general use: Chev, Chevy, Olds, VW, T-Bird, Cad, grad, steno, repo, etc

Directions: N, S, E, W, NW, SW, NE, SE, etc
Government agencies: VA, FHA, USN, etc
States – Days of Week – Month of Year
Time Periods such as hr., wk., mo., yr.