

Commonly Used Expense Account Codes

<u>SERVICES/SUPPLIES</u>	<u>SERVICES/SUPPLIES</u>	<u>TRAVEL</u>
7003 Supplies	7360 Supplies - Fuels	7081 Travel - In State
7004 Supplies - Administrative	7361 Supplies - General Maintenance	7082 Travel - Out State
7005 Supplies - Books/Periodicals/Brochures	7362 Supplies - Maint. Defined	7083 Travel - Non-Staff
7006 Supplies - Conference/Workshop	7363 Supplies - Maint. Defined	7084 Travel - Travel Advance
7007 Supplies - Software	7380 Supplies - Maint. Defined	7085 Travel - Team Travel
7008 Supplies - PC (not software)	7381 Supplies - Maint. Defined	7086 Travel - Grant Intl. Travel
7009 Supplies - Athletics	7382 Supplies - Maint. Defined	7087 Travel - Grant Misc. Travel
7010 Supplies - Department Defined	7383 Supplies - Maint. Defined	7088 Travel - Other
7011 Supplies - Department Defined	7384 Supplies - Maint. Defined	7089 Travel - Conference Fees
7012 Supplies - Department Defined	7385 Supplies - Maint. Defined	7090 Travel - Airfare
7013 Supplies - Department Defined	7386 Supplies - Maint. Defined	7091 Travel - Lodging
7014 Supplies - Department Defined	7387 Supplies - Maint. Defined	7092 Travel - Transportation
7015 Supplies - Department Defined	7388 Supplies - Maint. Defined	7093 Travel - Mileage
7016 Supplies - Department Defined		7094 Travel - Group Meals
7017 Supplies - Department Defined	<u>COPYING</u>	7095 Travel - Per Diem Meals
7018 Purchasing Card		7096 Prof Development - Fac/Staff
7019 Advertising	7231 Copying - Photostatic	7121 Recruiting - Student
7041 Services - Contractual Services	7232 Copying - Photo & Graphic	7122 Recruiting - Faculty/Staff
7042 Services - Audit Fees	7233 Copying - Copy Center	7123 Recruiting - International
7043 Services - Attorney Fees	7234 Copying - Mini EC	7124 Recruiting - Moving Expenses
7044 Services - Trash Service	7235 Copying - Laser	7125 Recruiting - Athletic
7045 Services - Officials Pay	7236 Printing -	7126 Minority Recruitment
7046 Services - Department Defined	7237 Printing - Off Campus	7127 Graduate Recruitment
7047 Services - Department Defined	7238 Printing - Syllabi Mini Print	
7048 Services - Department Defined	7239 Printing - Syllabi Print Shop	<u>Participant Support</u>
7049 Services - Department Defined	7240 Printing - Syllabi Bookstore	
7050 Services - Department Defined	7241 Paper	7130 Participant Support
7151 1st Class Postage		7131 Participant Support - Subsistence
7152 Bulk Mail	<u>NON-TAGGABLE EQUIPMENT</u>	7132 Participant Support - Supplies
7153 Post Due/Bus Reply		7133 Participant Support - Stipend
7154 Freight In/Out	7020 Equipment < \$5000	7134 Participant Support - Housing
7155 UPS / Fed Ex	7021 Computer Equipment < \$5000	7135 Participant Support - Travel
7181 Telephone Fixed	7033 Artwork < \$5000	7136 Participant Support - Fellowship
7182 Telephone Long Distance	7034 Computer Software < \$5000	7137 Participant Support - Lodging
7183 Telephone Local Service	7035 Furniture < \$5000	
7184 Telephone Maint/Install		<u>OTHER</u>
7185 Telephone Phone Card	<u>TAGGABLE EQUIPMENT</u>	7022 Food Service
7186 Telephone Business Lines		7023 Licenses/Permits/Fees
7207 Telephone Moves/Adds/Installs	7602 Equipment > \$5000	7024 Membership Expense
7208 Telephone Inbound Toll Free Charges	7603 Computer Equipment > \$5000	7025 Professional Dues & Fees
7209 Telephone Student Housing General	7604 Computer Software > \$5000	7026 Subscriptions
7210 Telephone GF/Other Fund Bus. Lines	7605 Furniture > \$5000	7027 Lease/Rental Payment
7211 Cell Phone	7606 Office Equipment > \$5000	7028 Use & Occupancy Charge
7214 Internet Service	7607 Artwork > \$5000	7029 Alcohol Expense
7351 Supplies - Chemicals / Fertilizer	7608 Equipment - Dept Defined > \$5000	7030 Media Expense
7353 Supplies - Grounds	7609 Equipment - Dept Defined > \$5000	7031 Entertainment
7354 Supplies - Housekeeping	7610 Equipment - Dept Defined > \$5000	7032 University Promotions
7355 Supplies - Lamps	7611 Equipment - Dept Defined > \$5000	7389 Prepaid Expenses - YE purposes
7356 Supplies - Safety Shoes	7612 Equipment - Dept Defined > \$5000	7531 Miscellaneous Expense
7357 Supplies - Safety Glasses	7616 Equipment - Dept Defined > \$5000	7532 Leased Vehicle
7358 Supplies - Tools	7618 Equipment - Dept Defined > \$5000	7533 Fuel - College Vehicles
7359 Supplies - Uniforms	7619 Equipment - Dept Defined > \$5000	7534 Collection Costs
		7535 Insurance Premiums
		7536 Insurance Claims
		7538 Misc. Student Charges
		7539 Sponsorships