

Operational Account Codes

Subcontract <25	60200
Subcontract >25	60210
Honorarium (Guest Lecture)	60120
Royalties	60400
Legal Fees (Visas)	60430
Prof Svc - On Site	60455
Prof Svc - Off Site	60456
Service Contracts	60458
Prof Svc – Temporary Workers	60460
Prof Svc - Small Personal	60475
Prof Svc - Computers Svc (Tummy)	60480
Purchase - Office Equipment	62110
Purchase - Service Equipment	62130
Purchase - Computer HW Equip	62140
Purchase - Network HW Equip	62141
Software Support/Renewal (Image Access)	62142
Purchase - Computer SW Equip	62147
External Advertising Expenses	63100
Campus Media Costs	63108
Repro & Printing	63109
Office Supplies ONLY (Pens, tape, etc.)	63110
Printer Ink	63111
Miscellaneous Expenses (Candy)	63119
Postage	63120

Courier Services	63130
Copier Paper	63140
Laundry & Dry Cleaning	63240
Lunch Supplies (Plates, forks, napkins, etc.)	63290
Cleaning Supplies (Detergent, sponges, etc.)	63295
Music and Flowers	63296
Coffee/Tea Supplies (Sugar, milk, cake, etc.)	63310
Books & Periodicals	63410
Periodical Subscriptions	63420
Bookbinding	63430
Video & Film	63440
Office Equipment Repairs	64110
Operating Equipment Repairs	64120
Office Equipment Rental	64210
Operating Equipment Rental	64220
Advertising & Publication (Internal)	65110
Advertising & Publication (External)	65111
Promotions	65112
Electronic Publications	65113
Photo Bureau Charges	65115
Employee Recruiting (Faculty)	65120
Employee Moving	65130
Convention Reg & Meeting	65170
Common Meals/Lunch (Food Only)	65182
Alcoholic Beverages	65183
Team Dinner/ Meetings (Staff)	65186

Recruit Dinner/Meetings	65187
Insurance (Other than property)	65230
Shipping and Freight	65240
Membership dues (Scholar org. dues)	65291
Space Rental	65310
Protection Svcs (Universal Protection Svc)	65340
Travel & Living Domestic (Staff)	65510
Travel & Living Foreign (Staff)	65520
Travel – Consultants/Guest Travel	65530
Team Travel (Digital Projects Team)	65541
Recruiting Travel (VRS & Student Candidates)	65542
Lecture Food (VRS)	65545
Travel - Local (Bus, taxi, etc.)	65550
Telecomm Services	65551
Telephone Calls	65552
Cell Phone Expense	65561
Gen Int Exp - Credit Card Fee	65720

Facility Account Codes

Prof Svc - Janitorial (CBS)	60447
Service Contracts	60458
Bldg/Grounds Improvement (Isseks Bros)	62150
R/E Maint Bldg (Aka Pest Control)	64300
Equipment Main. (Stewart & Stevenson)	64305
Repair: Bldg & Grounds (Tower Water)	64310
Elevator Repair & Maint. (LCD Elevator)	64330
HVAC Repairs & Maintenance	64335
Electrical Repairs & Maint. (Automated Logic)	64340
Plumbing Repair & Maintenance (TSS)	64350
Emergency Maintenance	64355
Painting/Decorating	64410