

Postage/Parcel Service: These accounts are used to record payments to outside vendors for purchases of postage/parcel related goods and services. See 75125 for internal charges from Mail Center.

Account Code Description

70105	Postage - Business Reply
70110	Postage - CourierService
70115	Postage - ExpressMail Service
70120	Postage - Indicia Mail
70125	Postage - Metered Mail
70130	Postage - Postage Due
70135	Postage - Stamps
70140	Postage - United Parcel Service
70199	Postage - Other

Supplies/Materials: These accounts are for purchases of commodities or articles which are ordinarily consumed or expended within a relatively short period of time.

Account Code Description

70205	Supplies - Athletic
70210	Supplies - Audio-Visual
70215	Supplies - Computer/Software
70220	Supplies - Copy Machine/Fax
70225	Supplies - Flowers/Gift Baskets
70230	Supplies - Housekeeping/Janitorial
70235	Supplies - Instructional
70240	Supplies - Medical/Clinical
70245	Supplies - Office
70250	Supplies - Repair/Maintenance
70255	Supplies - Research/Laboratory
70260	Supplies - Tools
70265	Supplies - Uniforms
70270	Supplies - Water (Bottled)
70275	Supplies - Landscaping
70280	Supplies - Music & Art
70299	Supplies - Other

Food/Entertainment: Costs of providing food or entertainment for a university related activity or function.

Account Code Description

70305	Catering - University Food Service
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70310	Catering - Other
70325	Business Meals
70330	Entertainment/Receptions/Banquets
70399	Other Food Costs/Entertainment

Travel/Transportation: This category is to be used to record the costs associated with travel. See 71010 for registration fees. University Travel codes should be used for general travel by employees on university business, including travel to meetings, seminars, fund raisers, and athletic events. Visitor Travel codes should be used when the travel involves a non-university employee, including visiting scholars, speakers, and consultants.

Account Code Description

70411	Travel - Vehicle Rental- University
70413	Travel - Vehicle Rental- Visitor
70421	Travel- Airfare - University
70423	Travel- Airfare - Visitor
70431	Travel - Lodging - University
70433	Travel- Lodging - Visitor
70441	Travel- Meals - University
70443	Travel- Meals - Visitor
70451	Travel- Mileage Allowance - University
70453	Travel- Mileage Allowance - Visitor
70491	Travel- Other - University
70493	Travel- Other - Visitor
70499	Travel- Travel Advances

Printing/Publishing (External): Costs not associated with the Copy Center or Departmental Copying.

Account Code Description

70505	Printing/Publishing - Advertising
70510	Printing/Publishing - Bindery
70515	Printing/Publishing - Copy Service (external)
70520	Printing/Publishing - Photography
70525	Printing/Publishing - Printing Service(external)
70599	Printing/Publishing - Other

Professional Fees: Payments to individuals and/or firms for professional advice, services, or opinions, in the form of fees based on contracted or otherwise

predetermined amounts of rates.

Account Code Description

70605	Prof Fees - Accounting/Auditing
70615	Prof Fees - Teach/Speaker/Honoraria
70625	Prof Fees - Investment Management
70630	Prof Fees - Legal
70635	Prof Fees - Management Consulting
70640	Prof Fees - Marketing
70645	Prof Fees - Medical
70650	Prof Fees - Musician
70655	Prof Fees - Referee/Official
70699	Prof Fees - Other Professional

Contracted Services: Payments to individuals and/or firms for services in the form of fees based on contracted or otherwise predetermined amounts or rates.

Account Code Description

70730	Contract Svcs - Janitorial
70735	Contract Svcs - Laundry
70740	Contract Svcs - Security
70799	Contract Svcs - Other

Rental/Leasing: Payments for use of a particular item or items as noted below.

Account Code Description

70905	Rental/Leasing - Copy Machine
70910	Rental/Leasing - Equipment
70915	Rental/Leasing - Facilities
70920	Rental/Leasing - Furniture
70925	Rental/Leasing - Software
70999	Rental/Leasing - Other

Dues/Subscriptions/Registration Fees

Account Code Description

71005	Fees - Activity/Entry
71010	Fees - Conference/Meeting/Seminar
71015	Fees - Professional Dues/Membership
71020	Fees - Subscription/Books/Publications
71025	Fees - Training/Education/Workshop

71099 Fees - Other (Dues, Subscriptions, or Registration Fees)

Licenses/Permits/Fees

Account Code Description

71120 Fees - Permits

71199 Fess - Other (Licenses, Permits, or Fees)

Gifts/Contributions/Awards

Account Code Description

72005 Recognition - Awards

72010 Recognition - Contributions

72015 Recognition - Gifts

72020 Recognition - Memorials/Masses

72025 Recognition - Prizes/Raffles/Contests

72099 Recognition - Other (Gifts, Donations, Awards)