

COMMONLY USED SERVICE ACCOUNTS 71XX

Motor Vehicle Repair/Service	7102	Managed Printing Service	7126
~Used by Physical Plant.		~Billed from convenience copier usage	
General Repairs/Repair Contracts	7103	Temporary Employment Services	7135
~Fixing equipment such as microscopes, machinery, educational equipment.		~Budgeted funds for expected temp workers	
Software License/Maint. Contracts	7110	Telephone-Land Lines	7145
~In IT budget for all software purchases and any maintenance agreements. Must get prior IT approval.		~Office phone usage billed to departments.	
Independent Contractors	7117	Telephone-Cell Phones Usage	7146
~Speakers, consultants, or specialists that come on campus to provide their service.		~Monthly cell plan billed to departments. Usage only! Cases, chargers, etc. should go to supply budget (7285).	
Printing Services-Internal	7120	Other Contractual Services	7199
~Billed to budget based on copies sent to print shop for internal copies and printing.		~Catch all for anything that doesn't fit elsewhere. Can be rentals, services for bids, cleaning services, or surveys for example.	
Advertising	7121		
~Typically marketing items such as billboards, newspaper ads, sponsors, or other paid ad services.			
Printing Services-External	7124		
~Printing provided by external vendor. College brochures, handouts, catalogs.			

NOTE: ONLY ACCOUNT NUMBERS BEGINNING WITH 71 OR 72 MAY BE USED WITH AN ONLINE REQUISITION.

All accounts listed might not be loaded in your budget and may not apply.

Check your budget to see what accounts are available to charge goods and services.



COMMONLY USED SUPPLY/TRAVEL ACCOUNTS 72XX & 74XX

NOTE: ONLY ACCOUNT NUMBERS BEGINNING WITH 71 OR 72 MAY BE USED WITH AN ONLINE REQUISITION.

All accounts listed might not be loaded in your budget and may not apply.

Check your budget to see what accounts are available to charge goods and services.

You may have accounts in your budget that do not show up here...this is only a list of what is most commonly used.

Educational Supplies	7201	Instate Meals	
~Items needed for classroom, instruction, or office supplies for Academic budgets.		~Reimbursements for instate travel (per diem).	7401
Advisory Meeting Supplies	7203	Instate Lodging	7402
~Examples could be plates, cups, paper, posters, etc.		Instate Air Transportation	7403
Office Supplies	7215	Instate Private Auto	7404
~Staples, pens, tape, etc. needed for office operations in non-academic areas.		~ Typically a mileage reimbursement for in state travel in personal vehicle.	
Promotional Supplies	7235	Instate Other Transportation	7405
~Logo items, t-shirts, giveaway type products.		~Bus/Taxes etc.	
Maintenance Supplies	7250	Instate Misc. Travel	7406
~Typically Physical Plant items such as filters, tools, belts, etc.		~Parking/toll fees etc.	
Clothing-Uniforms	7254	Instate Registration Fee	7407
~Typically Café, Security office, and Physical Plant work clothes/uniforms.		Outstate Meals	
Other Supplies	7285	~Reimbursements for outstate travel (per diem).	7420
~Catch all for anything that doesn't fit elsewhere. Cell chargers, cases, cords, etc.		Outstate Lodging	7421
Postage	7298	Outstate Air Transportation	7422
~\$ billed from postage cards, purchased stamps, or mailings charged by Post Office.		Outstate Private Auto	
Memberships & Certification Fees	7320	~Typically a mileage reimbursement for out of state travel in personal vehicle.	7423
		Outstate Other Transportation	
		~Taxis, Car rentals, etc.	7424
		Outstate Misc. Travel	
		~Excess baggage fees, booking fees, etc.	7425
		Outstate Registration Fee	7426

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