

## Service Accounts

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

## Supply Accounts

<b>Educational Supplies</b>	7201
~Items needed for classroom, instruction, or office supplies for Academic budgets.	
<b>Advisory Meeting Supplies</b>	7203
~Examples could be plates, cups, paper, posters, etc.	
<b>Office Supplies</b>	7215
~Staples, pens, tape, etc. needed for office operations in non-academic areas.	
<b>Promotional Supplies</b>	7235
~Logo items, t-shirts, giveaway type	

products.	
<b>Maintenance Supplies</b>	<b>7250</b>
~Typically Physical Plant items such as filters, tools, belts, etc.	
<b>Clothing-Uniforms</b>	<b>7254</b>
~Typically Café, Security office, and Physical Plant work clothes/uniforms.	
<b>Other Supplies</b>	<b>7285</b>
~Catch all for anything that doesn't fit elsewhere. Cell chargers, cases, cords, etc.	
<b>Postage</b>	<b>7298</b>
~\$ billed from postage cards, purchased stamps, or mailings charged by Post Office.	
<b>Memberships &amp; Certification Fees</b>	<b>7320</b>
<b>Instate Meals</b>	<b>7401</b>
~Reimbursements for instate travel (per diem).	
<b>Instate Lodging</b>	<b>7402</b>
<b>Instate Air Transportation</b>	<b>7403</b>
<b>Instate Private Auto</b>	<b>7404</b>
~ Typically a mileage reimbursement for in state travel in personal ve	
<b>Instate Other Transportation</b>	<b>7405</b>
~Bus/Taxes etc.	
<b>Instate Misc. Travel</b>	<b>7406</b>
~Parking/toll fees etc.	
<b>Instate Registration Fee</b>	<b>7407</b>
<b>Outstate Meals</b>	<b>7420</b>
~Reimbursements for outstate travel (per diem).	
<b>Outstate Lodging</b>	<b>7421</b>
<b>Outstate Air Transportation</b>	<b>7422</b>
<b>Outstate Private Auto</b>	<b>7423</b>
~Typically a mileage reimbursement for out of state travel in persona	
<b>Outstate Other Transportation</b>	<b>7424</b>
~Taxis, Car rentals, etc.	
<b>Outstate Misc. Travel</b>	<b>7425</b>
~Excess baggage fees, booking fees, etc.	
<b>Outstate Registration Fee</b>	<b>7426</b>

**Travel Accounts**