

ACCOUNT CODES

IMPORTANT: When ordering items from a specified category, be sure to incorporate shipping and handling/freight charges associated with the purchase. **

All entities may not be eligible. *

| Account Name/General Ledger Number | Account Description | Category Code/Description |
|---|--|---|
| Entertainment (Travel) – Account 52351 | Social Activities (Non-Federal Sponsored Grants) Performing Arts, Broadway, Bowling, Basketball Games | 9013000000 Travel - Attendance Fees To Special Events, Trips and Performances (For Students Events Only) |
| Equipment (Office Maintenance) – Account 54001* | All maintenance related to office equipment including photocopier (e.g. Konica Minolta). | 7215406600 Office Equipment Maintenance |
| Food Services & Catering – Account 51005 | Food & Refreshments Receptions, Meetings, Orientation, Events, etc. | 9010160300 Food Services and Catering 5020000000 Food and Beverage items |
| Honorariums & Lecture Fees – Account 52701 | Contractual Services Fixed Price Payment for Services: Concert, Workshop, Speaking Engagement, Lecture, DJ, Photo booth etc. | 8600000000 Honoraria/Speaker-NCT |
| Insurance (General Liability) – Account 52607* | Liability Insurance Premiums for all General Liability Insurance | 8413160700 Liability Insurance |
| Local Travel – PSC Ground Transportation – Account 52002 | Non-Rental Train, Bus, Subway & Taxicab (Including Gratuities) Reimbursement for Staff | 7811000000 Passenger transportation |
| Out of Town Travel – NonPSC Lodging - Account 52253 | Travel - Hotel and Lodging | 9011000000 Travel - Hotel and Lodging |
| Books – Account 51401 | Educational or vocational textbooks, reference books, directories, catalogs, and books on tape or compact disc | 5510150900 Text Books |
| Postage – Account 51301 | Mailing of Products Postage, Stamps, Envelopes, etc. | 4412151300 Postage |

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| Printing & Publishing – Account 51203 | Production of Products Copying, Posters, Promotional Printing, Publication, Business Cards, etc. | 7315000000 Copiers, Printing and Book Binding Services |
| Professional Memberships – Account 52551 | Accreditation fees (e.g. Mid-Atlantic Region Commission on Higher Education: Middle States Commission on Higher Education; paid by individual CUNY colleges | 9401161000 Professional Memberships and Subscriptions |
| Promotions Expense – Account 52753 | Imprinting of Products Promotional Products: Shirts, Caps, Mugs, Magnets, Pens, Plaques, Crystal Awards, etc. (see account 52503 for regalia) | 8014160500 Promotional merchandise |
| Services, Security Guard – Account 52814 | Preserve Order & Safety Public Safety for Events, 24 Hour Library, etc. | 9210000000 Public order & safety 9212150400 Security Guard Services |
| Shipping – Account 51305** | Moving Costs Freight & Standard Shipping | 7810000000 Mail & cargo transport |
| Services, Health – Account 52811* | Health Services Medical Practice, Nurses, Immunization Services | 8512000000 Health Management, Counseling and Nursing Services |
| Software (Maintenance) – Account 54005 | Less than 12 months Spreadsheet Software, etc. | 8111230300 Software Licenses < 12 months |
| Stipends – Account 54151* | Monetary incentive for services Student Council | 0000002000 Payments to Students (stipends) |
| Supplies (Athletic) – Account 51107* | Athletic Necessities Scoreboards, Safety Equipment, Sport Mats, Field, Swim & Sport Equipment, Trophies & Awards, etc. | 4922000000 Sports equipment and accessories 4910000000 Collectibles and awards |
| Supplies (Classroom, Other) – Account 51105 | Instructional Purposes Arts & Crafts, Toys, Games, Sewing Supplies, Signage, Photo Supplies, Decorations, etc. | 6012000000 Instructional / School Supplies |

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| Supplies (Athletic) – Account 51107* | Athletic Necessities Scoreboards, Safety Equipment, Sport Mats, Field, Swim & Sport Equipment, Trophies & Awards, etc. | 4922000000 Sports equipment and accessories 4910000000 Collectibles and awards |
| Supplies (Office) – Account 51001 | Accessories & Small Items Normally Used in Offices. Pens, Pencils, Tape, Staples, Calendars, File Folders, Ink Cartridges, Toner, etc. | 4412000000 Office supplies |
| Other Supplies – Account 51004 | Uniform, Clothing, Graduation Cap and Gowns | 5310000000 Uniform, Clothing, Graduation Cap and Gowns |
| Services, Special – Account 52815 | Shredding and Record Retention Services | 4410160315 Shredding and Record Retention Services |
| Capital Equipment =>\$5K - Account 55004 | Capital equipment such as Smart Classroom, audio/video/network equipment, musical and office equipment with a cost equal to or greater than \$5,000. Smart Classrooms are defined as college campus classrooms enhanced with presentation technology. | 4321020001 Smart Classroom 4511000001 Audio/Video/Network Equipment/Musical and Office Equipment |
| Furnishings=>\$5K - Account 55005 | Classroom, Common Space and Office Furnishing with a cost greater than or equal to \$5,000. | 5610000001 Classroom, Common Space and Office Furnishing |
| Computer Hardware=>\$5K - Account 55006 | All computer hardware / equipment that resides within the computer such as motherboards, power supply, central processing units (CPU), hard disk drive, disk storage, display adapter, and network / video cards that cost more than \$5,000. All computer peripheral devices (accessories) include keyboards, monitors, mice, speakers, scanners, and web cams. | 4321000001 Computer Hardware (Tablets, Desktops, Laptops, Servers and Monitors) 4321160001 Computer Accessories, Parts and Peripherals (Mouse, Connectors Etc.) 4321211001 Printers, Scanners, Photo Copier, Plotters, Sorter, Fax and Other Office Equipment |
| Computer Software =>\$5K - Account 55007 | All computer software license and support agreements with a cost greater than or equal to \$5,000. If the software license allows use of the software for a period exceeding 12 months (normally the estimated useful life of the asset then such a license can be capitalized). | 4323000001 Cloud Computing (SaaS) - Software Subscription Licenses and Maintenance |