

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 54002	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 (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