

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
Audiovisual Materials – Account 51106	Loud Speakers, Microphone Stands, Record Devices, Headphone Adapters, etc.	5216160000 Audio visual equipment accessories 8016150700 Audio visual / film services 8614170200 Audio visual technology
Athletic Services – Account 53806*	Officiating Expenses for Games	4323200310 Sport games officiating expense.
Commencement Supplies – Account 53501*	Graduation Related Albums Yearbook	6010160100 Educational certificates or diplomas 5510115320 Graduation album / yearbook
Computer Hardware <\$5k – Account 53912	Computer Hardware Printer, Keyboards, Monitors, Speakers, Mice, Scanners, Webcams, etc.	4321000102 Computer hardware 4321160002 Computer accessories <\$5K 4321211002 Multi-function printer <\$5K
Conference, Conventions, Seminars – Account 52352 Travel	Conference Registration & Materials, Tours, etc.	9012000000 Travel facilitation 9999000500 Conference registration
Entertainment (Travel) – Account 52351	Social Activities (Non-Federal Sponsored Grants) Performing Arts, Broadway, Bowling, Basketball Games	8215000000 Professional performers 9013000000 Performing arts 9015000000 Entertainment services
Equipment (Athletic) <\$5k* – Account 53904	Equipment for Sports Fitness Equipment	4920000000 Fitness equip
Equipment (Medical Lab Surgical) <\$5k* – Account 53907	Diagnostic & Facility Products Medical Products	4219000000 Medical facility products 4220000000 Medical diagnostic products

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Account Name/General Ledger Number	Account Description	Category Code/Description
Equipment (Office) <\$5k – Account 53903	For Office spaces Musical Instruments & Parts, Consumer Electronics, Printers, etc.	4410000000 Office machines <\$5K 4510000000 Printing equipment
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 5019000000 Packaged foods 5020000000 Beverages
Furniture (Office) <\$5k – Account 53902	For Office Spaces Commercial Furniture	5610000000 Furniture and Fixtures <\$5K
Honorariums & Lecture Fees – Account 52701	Contractual Services Fixed Price Payment for Services: Concert, Workshop, Speaking Engagement, Lecture, DJ, Photo booth etc.	9013150000 Live Performances / Honoraria
Individual Professional Membership Fees – Account 52576*	Fees Related to Employment Expertise Nursing or Psychiatrist Fees	9410160000 Professional associations
Insurance (General Liability) – Account 52607*	Liability Insurance Premiums for all General Liability Insurance	8413160700 Liability Insurance
Local Travel – PSC Auto Rental – Account 52001	Rental Vehicles Rental Car, Parking & Toll Fees Reimbursement for Staff	
Local Travel – Non-PSC Auto Rental – Account 52051	Rental Vehicles Rental Car, Parking & Toll Fees	
Local Travel – PSC Ground Transportation – Account 52002	Non-Rental Train, Bus, Subway & Taxicab (Including Gratuities) Reimbursement for Staff	7811000000 Passenger transport

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Local Travel – Non-PSC Ground Transportation – Account 52052	Non-Rental Train, Bus, Subway & Taxicab (Including Gratuities)	
Local Travel – PSC Meals – Account 52003	Meal Expenses Per Diem Reimbursement for Staff	
Local Travel – Non-PSC Meals – Account 52053	Meal Expenses Per Diem	
Maintenance & Cleaning – Account 51006	Items to Clean Offices Brooms, Sponges, Rags, Dusters, Lysol, etc.	4713180599 General purpose cleaners
Motor Vehicles <\$5k*– Account 53908	Motorized Vehicles & Parts Athletic Vans & Parts	2510000000 Motor vehicles < \$5K
Music Performances – Account 53551	Large Events Live Band for Commencement, etc.	9013150010 Live music performances 9013150400 Concerts
Out of Town Travel – PSC Airfare – Account 52201	Airfare Out of Town Airfare Reimbursement for Staff	
Out of Town Travel – Non-PSC Airfare – Account 52251	Airfare Out of Town Airfare	
Out of Town Travel – PSC Auto Rental – Account 52202	Rental Vehicles Rental Car, Parking & Toll Fees Reimbursement for Staff	
Out of Town Travel – PSC Lodging – Account 52203	Lodging Hotels, Motels, etc. Reimbursement for Staff	
Out of Town Travel – Non-PSC Lodging – Account 52253	Lodging Hotels, Motels, etc.	9011000000 Hotels and Lodging
Out of Town Travel – PSC Ground Transportation – Account 52204	Non-Rental Train, Bus, Subway & Taxicab (Including Gratuities) Reimbursement for Staff	
Out of Town Travel – Non-PSC Ground Transportation – Account 52254	Non-Rental Train, Bus, Subway & Taxicab (Including Gratuities)	

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Out of Town Travel – PSC Meals – Account 52205	Meal Expenses Per Diem Reimbursement for Staff	
Out of Town Travel – Non-PSC Meals – Account 52255	Meal Expenses Per Diem	
Periodicals/Subscriptions – Account 51402	Non-Book Materials Subscriptions for Newspapers, Magazines, Journals, etc.	5510151910 Subscriptions 5511500000 Electronic publications
Postage – Account 51301	Mailing of Products Postage, Stamps, Envelopes, etc.	4412151300 Postage 7810220220 Post office box services
Printing & Publishing – Account 51203	Production of Products Copying, Posters, Promotional Printing, Publication, Business Cards, etc.	8212170000 Photocopying 7315000000 Printing services
Professional Memberships – Account 52551	Membership Fees Association Membership Fees	9999000300 Memberships
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
Rental, Other – Account 53256	Equipment Rentals Walkie talkies, videos, etc.	8013000010 Rental Other
Services, Health – Account 52811*	Health Services Medical Practice, Nurses, Immunization Services	8511151200 Immunization services 8512000000 Medical practice 8513000000 Medical research
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 7812000000 Material packing & handling
Software <\$5k* – Account 53910	Computer Software Operating Systems, Software, & Programs	4323000000 Software <\$5K

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Software (Maintenance) – Account 54005	Less than 12 months Spreadsheet Software, etc.	811230300 Software Licenses < 12 months
Special Events, Commencements – Account 52503*	Special Ceremonies Approved by a Dean or Vice Chancellor Commencement Costs, Celebratory Ceremonies & Related Expenses, Caps & Gowns, Cords, & Stoles etc.	9014190210 Special events, ceremonies 8014190210 Commencement and other ceremonies (regalia)
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.	6010000000 Teaching aids 6011000000 Classroom decorations 6012000000 Arts & crafts supplies 6012000080 Arts & crafts supplies - Hazardous 6014000000 Toys & games
Supplies (IT) – Account 51003	Electrical Supplies Flash Drive, Hard Disk Drives, Keyboard or Mouse Cables, etc.	4320180000 Media storage devices 4320200000 Removable storage media
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
Supplies (Paper) – Account 51002	Paper Products Printing Paper, Stationary, Pads, Notebooks, Packing Materials,	1410000000 Paper materials