

## **Frequently Used Account Codes**

*This is not a complete list of account codes - these are the most frequently used accounts - see Banner for complete listing FTVACCT*

### **For all 8\* Funds:**

**Use expense account code 6605 with Program Code 9999**

#### **Acct Code Description:**

6510	Gas/Electricity
6511	Utilities - Water & Sewer
6530	Telecommunications Expense
6533	Cellular Phones
6534	Telecommunications - Installation
6537	Telephones - General/non-cap
6550	Postage/Delivery Expense
6551	Postage - AHEC Postage
6552	Postage - Non-AHEC Postage
6553	Courier Service
6570	Rent Expense
6590	Equipment
6592	Exp - Computers Expense
6593	Exp - Copiers
6595	Equipment/General
6597	Computer Leases
6600	Other G&A Expenses
6605	Withdrawals - agency funds (must use program code 9999)
6616	Gift Cards
6617	Sponsorships - <u>If you want to use this account please contact 5-5249</u>
6618	Membership Dues - Professional Organizations
6619	Membership Dues - Non-Professional Organizations
6621	Trademark, Licenses & Royalties
6622	Subscriptions
6623	Advertising
6624	Staff Development
6625	Audit
66282	Prizes and Awards
6629	Registration Fees - Conferences/Training
6659	Exp-Other General & Administrative
6660	Services - contracted services expense
6661	Temporary Employment Agency
6663	Subcontract Workstudy - State Agencies Only
6664	Grant Subcontract Expense
6666	Visiting Lecturer Expense
6667	Honorarium
6668	Trash & Recycling

6673 Other Computer Services  
 6675 Computer & Software Maintenance/Support  
 6700 Materials/Supplies Expense  
 6710 Office Supplies  
 6721 Janitorial Supplies  
 6730 Small office equipment supplies expense  
 6731 Computer Supplies (*consumable or less than \$200 per item*)  
 Includes computer equipment, software, supplies under \$200  
 6732 Small Office Furniture (*unit cost less than \$200*)  
 6733 Small Office Equipment (*unit cost less than \$200*)  
 6751 Exp-Classroom Supplies-General  
 6757 Exp-Instructional Supplies-General  
 6810 Printing - AHEC only  
 6820 Printing - non-AHEC vendors  
 6851 Custodial Expenses  
 6852 Maintenance Agreements/Contracts, non-computer  
 6855 Minor Bldg Rpr & Improvmnt Leased Space  
 6856 Minor Bldg Rpr & Improvmnt Owned Space  
 6857 Maintenance-General, non-computer  
 7010 Official Function - Room/Facility Rental  
 7020 Official Function - Food/Refreshments - No Alcohol  
 7030 Official Function - Equipment Rental  
 7040 Official Function - Security  
 7050 Official Function - Parking  
 7051 Mass Transit (Taxi, bus, Uber, Lyft, Rail)  
 7060 Official Function - Entrance Fees  
 7095 Official Function - General  
 7098 Travel Agency Fees  
**7111 In-State Travel - Employee Travel Advance**  
 7112 In-State Travel - Employee  
 7113 In-State Travel - Employee Mileage  
 7117 In-State Travel - Employee Motor Pool  
 7150 In-State Travel - Student  
 7151 In-State - Student Training/Conference  
 7151 In-State - Student Mileage  
 7184 In-State Travel - Non-Employee/Recruitment - bring in prospective EE  
**7211 Out-of-State Travel - Employee Travel Advance**  
 7212 Out-of-State Travel - Employee  
 7213 Out-of-State Travel - Employee Mileage  
 7214 Out-of-State Travel -Employee/Recruitment  
 7250 Out-of-State Travel - Student  
 7251 Out-of-State Travel - Student Training/Conference  
 7254 Out-of-State Travel - Student/Recruitment  
 7280 Out-of-State Travel - Non-Employee

7281	Out-of-State Travel - Non-Employee/Training, Conference
7284	Out-of-State Travel - Non-Employee/Recruitment - bring in prospective EE
7288	Out-of-State Travel - Non-Employee/Consulting
<b>7311</b>	<b>International Travel - Employee Travel Advance</b>
7312	International Travel - Employee
7350	International Travel - Student
7510	Computers, Hardware, Non-Cap (\$200-\$10,000 per item)
7550	Equipment, Non-Cap (\$200-\$10,000 per item)
7570	Furniture & Fixtures, Non-Cap (\$200-\$10,000 per item)
7590	Non-Cap Software Non-Cap (\$200-\$10,000 per item)
7610	Capitalized Computers & Software (\$10,000 and higher per item)*
7650	Capitalized Equipment (\$10,000 and higher per item)*
7670	Capitalized Furniture (\$10,000 and higher per item)*
7700	Major Remodeling
7850	Stipends- <u>If you want to use this account please contact 5-5261</u>

**No C-Card**

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*\*Final determination regarding asset accounts to be made by Asset Accountant.*