

# COMMONLY USED EXPENSE ACCOUNT CODES AND CHARGEBACK CODES

**PLEASE NOTE: Inappropriate account codes on purchase requisitions or direct pay requests may be changed by the buyer or accounts payable technician**

## ACCOUNT CODES

ALPHABETICAL		NUMERICAL	
660017	ADVERTISING	604090	EQUIPMENT - COMMUNICATIONS UNDER \$5000
613001	CONTRACTUAL SERVICES	604802	EQUIPMENT - COMMUNICATIONS \$5000 & OVER
604090	EQUIPMENT - COMMUNICATIONS UNDER \$5000	606001	TRAVEL-IN STATE (NOT to be used on a purchase requisition)
604802	EQUIPMENT - COMMUNICATIONS \$5000 & OVER	606002	TRAVEL-OUT OF STATE (NOT to be used on a purchase req.)
619002	EQUIPMENT - INSTRUCTIONAL UNDER \$5000	606801	TRAVEL-IN STATE FACULTY (NOT to be used on a purchase requisition)
619804	EQUIPMENT - INSTRUCTIONAL \$5000 & OVER	606802	TRAVEL-OUT OF STATE FACULTY (NOT to be used on a purchase req.)
660003	EQUIPMENT UNDER \$2500	606803	TRAVEL-IN STATE STUDENT (NOT to be used on a purchase requisition)
619001	EQUIPMENT BETWEEN \$2500 & \$4999	606804	TRAVEL-OUT OF STATE STUDENT (NOT to be used on a purchase req.)
619801	EQUIPMENT \$5000 & OVER	613001	CONTRACTUAL SERVICES
660835	EQUIPMENT LEASE/RENTAL	613815	MAINTENANCE CONTRACTS
619805	EQUIPMENT - VEHICLES	616002	INFO TECH HARDWARE BETWEEN \$2500 & \$4999
660859	EVENTS (e.g. Room & Equipment Fees)	616003	INFO TECH SOFTWARE & LICENSES UNDER \$5000
660803	FURNITURE UNDER \$5000	616005	INFO TECH HARDWARE UNDER \$2500
619801	FURNITURE \$5000 & OVER	616005	INFO TECH MISCELLANEOUS COSTS UNDER \$2500
660804	HONORARIUMS	616802	INFO TECH SOFTWARE & LICENSES \$5000 & OVER
660820	HOSPITALITY	616810	INFO TECH HARDWARE \$5000 & OVER
616005	INFO TECH HARDWARE UNDER \$2500	616812	INFO TECH REPAIRS & MAINTENANCE
616002	INFO TECH HARDWARE BETWEEN \$2500 & \$4999	619001	EQUIPMENT BETWEEN \$2500 & \$4999
616810	INFO TECH HARDWARE \$5000 & OVER	619002	EQUIPMENT - INSTRUCTIONAL UNDER \$5000
616005	INFO TECH MISCELLANEOUS COSTS UNDER \$2500	619801	EQUIPMENT \$5000 & OVER
616812	INFO TECH REPAIRS & MAINTENANCE	619801	FURNITURE \$5000 & OVER
616003	INFO TECH SOFTWARE & LICENSES UNDER \$5000	619804	EQUIPMENT - INSTRUCTIONAL \$5000 & OVER
616802	INFO TECH SOFTWARE & LICENSES \$5000 & OVER	619805	EQUIPMENT - VEHICLES
660021	MAINTENANCE & REPAIRS (Time & Materials)	660001	POSTAGE & FREIGHT
613815	MAINTENANCE CONTRACTS	660002	PRINTING & DUPLICATING
660805	MEMBERSHIPS/SUBSCRIPTIONS/PROFESSIONAL LICENSES	660003	EQUIPMENT UNDER \$2500
660807	PERMITS & LICENSES (Institutional)	660003	SUPPLIES & SERVICES UNDER \$2500
660001	POSTAGE & FREIGHT	660009	PROFESSIONAL DEVELOPMENT
660002	PRINTING & DUPLICATING	660017	ADVERTISING
660009	PROFESSIONAL DEVELOPMENT	660021	MAINTENANCE & REPAIRS (Time & Materials)
660818	RECRUITMENT - EMPLOYEE (NonFaculty)	660041	SPACE RENTAL
660832	RECRUITMENT - FACULTY	660042	RELOCATION - EMPLOYEE (NonFaculty)
660042	RELOCATION - EMPLOYEE (NonFaculty)	660803	FURNITURE UNDER \$5000
660819	RELOCATION - FACULTY	660804	HONORARIUMS
660041	SPACE RENTAL	660805	MEMBERSHIPS/SUBSCRIPTIONS/PROFESSIONAL LICENSES
660003	SUPPLIES & SERVICES UNDER \$2500	660807	PERMITS & LICENSES (Institutional)
660001	TRAVEL-IN STATE (NOT to be used on a purchase requisition)	660818	RECRUITMENT - EMPLOYEE (NonFaculty)
660002	TRAVEL-OUT OF STATE (NOT to be used on a purchase req.)	660819	RELOCATION - FACULTY
606801	TRAVEL-IN STATE FACULTY (NOT to be used on a purchase req.)	660820	HOSPITALITY
606802	TRAVEL-OUT OF STATE FACULTY (NOT to be used on a purchase req.)	660832	RECRUITMENT - FACULTY
606803	TRAVEL-IN STATE STUDENT (NOT to be used on a purchase req.)	660835	EQUIPMENT LEASE/RENTAL
606804	TRAVEL-OUT OF STATE STUDENT (NOT to be used on a purchase req.)	660859	EVENTS (e.g. Room & Equipment Fees)

## CHARGEBACK CODES

ALPHABETICAL		NUMERICAL	
660003	CAMPUS MOVES - COORDINATION (CBCMVS)	604001	TELEPHONE (CBTELPHN)
660003	CAMPUS SIGN (CBSIGN)	607033	PROJ MAJOR CAP (CBPRJMRCRP)
660870	CENTRAL STORES (CBCNTSTR)	607011	PROJ MINOR CAP (CBPRJMNRCRP)
660869	FEDEX (CBFEDEX)	616002	IITS REFRESH PROGRAM (CBREFRESH)
616002	IITS REFRESH PROGRAM (CBREFRESH)	616005	IITS TECH SUPPORT (CBTECH)
616005	IITS TECH SUPPORT (CBTECH)	660001	MAIL SERVICES/POSTAGE (CBUSMAIL)
660001	MAIL SERVICES/POSTAGE (CBUSMAIL)	660003	CAMPUS MOVES - COORDINATION (CBCMVS)
660003	PARKING LIVE SCAN (CBLIVSCAN)	660003	CAMPUS SIGN (CBSIGN)
660003	PARKING PERMITS (CBPARKING)	660003	PARKING LIVE SCAN (CBLIVSCAN)
660003	PARKING ADJUDICATION PROGRAM (CBPARKADJD)	660003	PARKING PERMITS (CBPARKING)
660003	PARKING CITATION PAYMENT (CBPARKCTPY)	660003	PARKING ADJUDICATION PROGRAM (CBPARKADJD)
660003	PARKING-TRANSIT PASS SALES (CBPARKTRAN)	660003	PARKING CITATION PAYMENT (CBPARKCTPY)
607033	PROJ MAJOR CAP (CBPRJMRCRP)	660003	PARKING-TRANSIT PASS SALES (CBPARKTRAN)
607011	PROJ MINOR CAP (CBPRJMNRCRP)	660021	PROJ NON-CAP (PRJNONCP)
660021	PROJ NON-CAP (PRJNONCP)	660021	WORK ORDERS (CBWO)
604001	TELEPHONE (CBTELPHN)	660021	WORK ORDERS MOVE (CBWOMV)
660835	UNIVERSITY COPIER PROGRAM (CBUCPYPG)	660834	UNIVERSITY VEHICLE USE (CBVHICLU)
660834	UNIVERSITY VEHICLE USE (CBVHICLU)	660835	UNIVERSITY COPIER PROGRAM (CBUCPYPG)
660868	UPS (CBUPS)	660868	UPS (CBUPS)
660021	WORK ORDERS (CBWO)	660869	FEDEX (CBFEDEX)
660021	WORK ORDERS MOVE (CBWOMV)	660870	CENTRAL STORES (CBCNTSTR)