

Frequently Used Account Codes

<p>Not all account codes are allowable for Sponsored Projects. Please contact Sponsored Projects Accounting for clarification.</p>

Category	Account Number	Account Name	Detail Description
<u>Personnel Cost</u>	507000	Employee Training	Costs for tuition, conference registration fees, training sessions, and other costs of employee training & development.
	599000	Non-State Employee Expenses	Reimbursements for travel, food, meeting expenses and parking validations to non-BSU employees.
	599100	Awards And Recognition Most gift purchases are not allowed on p-card. Contact Accounts Payable for more information.	Items such as retirement gifts, flowers, employee & non-employee recognition. Please review the purchasing policies before purchasing any awards or recognition items.
<u>Services</u>	502000	Postal & Mail Services	Cost of stamps, stamped envelopes, postage meter charges, package insurance.
	512400	Honoraria - US Citizen	Payments given in gratitude for services rendered: such as for a person to speak at a class, conference or seminar. Please contact the Manager of Accounts Payable for instructions on how to pay non-US citizens.
	527500	Photocopying Services	Services to make copies of documents on a per item basis.
	519900	Other Professional Services	Costs for professional services performed by non-BSU employees or organizations: such as experts in a field, entertainers, security, consultants and others. Includes fees charged to test students.
	522500	Office Equipment Repair & Maintenance	Services to repair and maintain office equipment.
	510500	Clerical Services/Temp Services	Costs for temporary help obtained through non-BSU agency.
	518000	Promotion & Publicity	Cost of using a professional agency or service to advertise or publicize BSU products or services.
	519000	Advertising & Legal Notices	Costs for advertising position openings, events and other promotions in newspaper, television, radio, magazines, trade journals and other periodicals.
	525500	Freight	Shipping costs.
	597000	Field Trips	Student related travel. Travel Req (T-590) is required if there is a cost to the University, and the event is off campus. All expense related to event should be coded to 597000, and T-590 number noted.

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<u>Supplies</u>	557000	Desktop Software	Cost of off-the-shelf software and supplies associated with desktop PC. Includes software licensing fees.
	558000	Data Processing Equipment < \$2000	Computer hardware under \$2000, such as replacement mouse, keyboard, etc.
	560000	Other Data Processing Supplies	Supplies used exclusively with a computer. CDs, diskettes, continuous feed paper.
	572000	Educational Supplies - under \$2000	Books, supplies, materials and other items used for classroom instruction support - under \$2000 per item . For items \$2000 and over see accounts codes listed below.
	567000	Food & Dietary Supplies	Food & Dietary supplies purchased in bulk or for resale.
	567050	Food - Meetings, Refreshments - Non travel	Food for departmental meetings, events, receptions, business meals non-travel. May include water coolers and coffee service (public offices only).
	541000	Office Supply & Equip < \$2000	Office Supplies and materials : such as general supplies, office paper, stationery, etc. Under \$2000 per item - for items \$2000 and over see account codes listed below.
	542000	Office Furniture < \$2000	Office equipment under \$2000. For items \$2000 and over, see account codes listed below.
	599200	Promotion Supplies	Includes decorations and supply items related to promotion and publicity. Not considered an award/gift to a specific individual. Includes promotional items of nominal value for students and non-employees. NOTE: Gifts/awards to employees must be coded to 599100.
<u>Memberships & Subscriptions</u>	505500	Organization Memberships	Membership Dues for professional organizations.
	506000	Publication & Subscriptions	Cost for subscriptions to newspapers, trade journals, magazines, Subscriptions to Databases, other periodicals.

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Category	Account Number	Account Name	Detail Description
<u>Travel</u>		Employee Travel Accounts: Charges coded to these accounts will impact the Travel Budget, not OE.	*Used for BSU employees only. *Employee Travel requires a T590 (Travel Req). See Travel Services Link. *For non-BSU employees use account 599000 *Student-related travel: use 597000 Field Trip. T-590 is required.
	536000	Personal Vehicles-In State	Reimbursement of per-mile use of private vehicle, parking fees and tolls.
	536700	Rental Vehicles - In State	Costs of renting a vehicle from rental agency for in-state use. Includes gas and oil charges from the rental company.
	536800	Rental Vehicles - Out Of State	Costs of renting a vehicle from rental agency for out-of-state use. Includes gas and oil charges from the rental company.
	536900	Rental Vehicles - Out Of USA	Costs of renting a vehicle from rental agency for out-of-USA use. Includes gas and oil charges from the rental company.
	537900	Commercial Air Fare - Out Of USA	Airfare to an out-of-USA destination.
	538000	Commercial Air Fare - In State	Airfare to an in-state destination.
	538100	Commercial Air Fare - Out Of State	Airfare to an out-of-state destination.
	539100	Public Conveyance - In State	Taxi, bus, public transportation other than rental vehicle.
	539200	Public Conveyance - Out Of State	Taxi, bus, public transportation other than rental vehicle.
	539300	Public Conveyance - Out Of USA	Taxi, bus, public transportation other than rental vehicle.
	539500	Travel Telephone & Fax Charges	Telephone-related expense while traveling.
	539600	Subsistence & Lodging - In State	Meals & Lodging while traveling. NOT AUTHORIZED ON PCARD.
	539700	Subsistence & Lodging - Out Of State	Meals & Lodging while traveling. NOT AUTHORIZED ON PCARD.
	539800	Subsistence & Lodging- Out Of USA	Meals & Lodging while traveling. NOT AUTHORIZED ON PCARD.
	539900	Other Employee Travel Costs	Other authorized employee expense related to Travel, but not noted above. Includes laundry, parking for state vehicles.

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Category	Account Number	Account Name	Detail Description
<u>Taggable Items costing \$2000-\$4999</u>			Items that cost \$2000 or more require specific coding. Please contact Inventory Control with any questions.
	541025	Office Supplies & Equipment	Cost of copiers, printers and all other equipment for direct office use. Includes all freight, accessories and other costs to make operational for the use intended.
	542025	Office Furniture	Cost of office furniture such as desks, shelves, modular furniture, etc. Includes all freight, accessories and other costs to make operational for the use intended.
	558025	Computer Equipment	Cost of computer equipment such as laptops, printers, monitors, etc.,. Software is not included. Includes all freight, accessories and other costs to make operational for the use intended.
	569525	Household Equipment	Cost of household furniture and furnishings, kitchen and baking equipment, laundry, heating, refrigeration, ventilation and air conditioning. Includes all freight, accessories and other costs to make operational for use intended.
	571025	Minor Tools	Cost of minor tools such as drills, lathes, saws and compressors. Includes all freight, accessories and other costs to make operational for use intended.
	572025	Educational & Laboratory Equipment	Cost of classroom furniture, lab and shop equipment, musical instruments. Projectors, including ceiling mount purchased at the time of projector. Includes all freight, accessories and other costs to make operational for use intended.
	573525	Photographic and Video Equipment	Videotape equipment, cameras, audio and speaker systems. Includes all freight, accessories and other costs to make operational for use intended.
	574025	Recreational Equipment	Costs of recreational equipment such as rafts, weight and exercise machines. Includes all freight, accessories and other costs to make operational for use intended.
	574125	Medical Equipment	Costs of medical & clinical supplies, operating room, x-ray, and dental equipment, including microscopes. Includes all freight, accessories and other costs to make operational for use intended.
	574925	Other Specific Use Equipment	All other items not specifically provided for in the above classifications.
<u>Capital Assets</u>	6XXXXXX	Capital Accounts	Items costing \$5000 and over Please review Purchasing Policy or Contact Inventory Control