

Metropolitan State University of Denver

Program Codes - Functional Classifications for Expenses

Program Code	Program Title	Description	Examples
1100	Instruction	The instruction classification includes expenses for activities that are directly related to the instruction of a student.	<ul style="list-style-type: none"> * General academic instruction * Course and curriculum development * Vocational/Technical instructions * Special session instruction * Community education
1200	Research	The research classification includes all expenses for activities specifically organized to produce research, whether commissioned by an agency external to the institution or separately budgeted by an organizational unit within the institution. <i>(without a separate budget in 1200, you may not use this code)</i>	<ul style="list-style-type: none"> * Institutes and research centers * Project research * Research Training/Sponsored Fellowships * Departmental Research
1300	Public Services	The public service classification includes expenses for activities established primarily to provide non-instructional services for the benefit of individuals and groups that are external to the institution. <u><i>You must work with the Office of the Controller if you want to use this code.</i></u>	<ul style="list-style-type: none"> * Community Service * Specific grant or fee for service contract work
1400	Academic Support	The academic support classification includes expenses incurred to provide support services for the institution's primary program of instruction.	<ul style="list-style-type: none"> * Academic administration and personnel providing administrative support and management direction to those involved in instruction, (i.e. instructional departmental support staff, Deans, etc.) * Separately budgeted support for course and curriculum development (without a separate budget in 1400, 1100 would be used for course and curriculum development). * Library support * Information technology costs related to supporting instructional, research, or public services, i.e. smart classrooms, if it is not otherwise budgeted in 1100
1500	Student Services	The student services classification includes expenses incurred for departments which, as their primary purpose, contribute to students' emotional and physical well-being	<ul style="list-style-type: none"> * Student services administration * Student Activities * Counseling and career guidance * Financial aid administration

Program Code	Program Title	Description	Examples
1500	Student Services (CONTINUED)	and intellectual, cultural, and social development outside the context of the formal instructional program.	<ul style="list-style-type: none"> * Student admissions, registrar, orientation * Athletics (unless it is a self-supporting entity, then 1900)
1600	Institutional Support	The institutional support classification includes expenses for central, University-wide activities concerned with the management and long-range planning for the entire institution.	<ul style="list-style-type: none"> * Fiscal operations, Bursars Office, Human Resources, Legal Services, etc. * Information technology costs related to supporting non instructional staff (i.e. academic support, student services, and institutional support departments) that are not separately budgeted elsewhere. * Sponsored Projects Administration * Executive management positions, i.e. President, Provost, CBO, CFO, etc. * Public relations/development
1700	Operations and Maintenance of Plant	The operation and maintenance of plant category includes expenses for the administration, supervision, operation, maintenance, preservation, and protection of the institution's physical plant.	<ul style="list-style-type: none"> * Building maintenance * Custodial services, Utilities, Landscape and grounds * repairs, non-capital renovations, and ordinary or normal alterations of buildings, furniture, and equipment (capital items are excluded) * Property Insurance
1800	Scholarships	The scholarship classification includes expenses for student Financial Aid and Scholarships (both qualified and non-qualified). <u><i>You must work with the Office of the Controller if you want to use this code.</i></u>	<ul style="list-style-type: none"> * student grants, * student trainee stipends, * student tuition and fee waivers (do not use 1800 for employee tuition and fee waivers).
1900	Auxiliary Enterprises	The auxiliary enterprises category includes expenses for University designated self- supporting Auxiliaries, or areas that provide goods and services for a fee (other than on-campus tuition and fees) for services that support the University in an ancillary manner.	<ul style="list-style-type: none"> * Fee for Service Contracts * Athletics, if essentially self-supporting * Student Health

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Program Codes - Revenue Account Matrix

Accounts 5100-5295	Use Program 0100
Accounts 5600-5690	Use Program 0500
Accounts 5700-5799	Use Program 0510
Accounts 5800-5804	Use Program 0400
Accounts 5900-5995	Use Program 0400

Exceptions

- Organization SREG does not change, even if it does not match the chart.
- Accounts under 5xxx do not need an Org or Program.
- Accounts that start with 1xxx do not need a Program.

Reminder

- Revenues should not be deposited in General Funds (1000, 1XXXXX) since they are intended for Tuition and Fees only.
- Account **5803** should only be used by Accounting since it is for Capital Contributions.
- For anything that does not show on the chart, please contact Quynh Nguyen