

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

AGENCY FUND UPDATE - Nov 2020

For all 8* Funds: You must now use appropriate account codes and program codes. DO NOT USE 5905 or 6605

Acct Code Description:

6511	Utilities - Water & Sewer
6512	Exp - Utilities Gas
6513	Exp - Utilities Electricity
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
6578	Unit Rental
6590	Equipment
6592	Exp - Computers Expense
6593	Exp - Copiers
6595	Equipment/General
6597	Computer Leases
6600	Other G&A Expenses
6605	Withdrawals - agency funds - DO NOT USE
6616	Gifts & Gift Cards
6617	Sponsorships - <u>If you want to use this account please contact 303.615.0039</u>
6618	Membership Dues - Professional Organizations
6619	Membership Dues - Non-Professional Organizations
6620	Insurance Expense
6621	Trademark, Licenses & Royalties
6622	Subscriptions - (For Software Suscriptions use 6731, or 7590 if over \$200)
6623	Advertising
6624	Staff Development
6625	Audit
66282	Prizes and Awards
6629	Registration Fees - Conferences/Training
6645	Game Guarantee

6656	Property Maintenance
6659	Exp-Other General & Administrative
6660	Services - contracted services expense
6661	Temporary Employment Agency
6664	Grant Subcontract Expense
6666	Visiting Lecturer Expense
6667	Honorarium
6668	Trash & Recycling
6669	Inspection Fees
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 (<i>consumable or less than \$200 per item</i>) Includes computer equipment, software, supplies under \$200
6732	Small Office Furniture (<i>unit cost less than \$200</i>)
6733	Small Office Equipment (<i>unit cost less than \$200</i>)
6751	Exp-Classroom Supplies-General
6752	Exp-Lab Supplies
6753	Exp Books/Supplies
6754	Exp Educational Materials/Supplies
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
6858	Permit Fees
7010	Official Function - Room/Facility Rental
7020	Official Function - Food/Refreshments - No Alcohol
7021	Official Function - Athletic Game Expense
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

7110 **In-State Travel - Employee**

Use for employee travel within Colorado, whenever an overnight stay or air fare is required. (For employees located out of state, this travel should be within their own state.)

7113 In-State Travel - Employee Mileage

7114 In-State Travel - Employee Recruitment

Use for employee travel within Colorado, whenever an overnight stay or air fare is required. Use only if traveling to see a prospective recruit in Colorado.

7150 In-State Travel - Student

Use for student travel within Colorado, whenever an overnight stay or air fare is required. Use if a student is traveling with you, or you are purchasing travel arrangements for a student. Students may not use the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7154 In-State - Student Recruitment

Use only if purchasing travel arrangements to bring in a prospective student. Use for student travel within Colorado, whenever an overnight stay or air fare is required. Students may not use the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7180 In-State Travel - Non-Employee

Use for nonemployee travel within Colorado, whenever an overnight stay or air fare is required. Use only if purchasing travel arrangements for a nonemployee, traveling within Colorado. Nonemployees may not be reimbursed through the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7184 In-State Travel - Non-Employee/Recruitment

Use for nonemployee travel within Colorado, whenever an overnight stay or air fare is required. Use only if purchasing travel arrangements to bring in a prospective employee, from within Colorado. Nonemployees may not be reimbursed through the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7210 **Out-of-State Travel - Employee Travel**

Use for employee travel within the U.S., but outside of Colorado, whenever an overnight stay or air fare is required. (For employees residing outside of Colorado, they must cross state lines into another state.)

7213 Out-of-State Travel - Employee Mileage

7214 Out-of-State Travel -Employee/Recruitment

Use for employee travel within the U.S., but outside of Colorado, whenever an overnight stay or air fare is required. Use only if traveling to see a prospective recruit outside of Colorado.

7250 Out-of-State Travel - Student

Use for employee travel within the U.S., but outside of Colorado, whenever an overnight stay or air fare is required. Use only if traveling to see a prospective recruit outside of Colorado. Students may not use the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7254 Out-of-State Travel - Student/Recruitment

Use only if purchasing travel arrangements to bring in a prospective student. Use for student travel from within the U.S., but from outside of Colorado, whenever an overnight stay or air fare is required. Students may not use the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7280 Out-of-State Travel - Non-Employee

Use for nonemployee travel within the U.S., but outside of Colorado whenever an overnight stay or air fare is required. Use only if purchasing travel arrangements for a nonemployee, coming from outside of Colorado. Nonemployees may not be reimbursed through the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7284 Out-of-State Travel - Non-Employee/Recruitment

Use for nonemployee travel within the U.S., but outside of Colorado, whenever an overnight stay or air fare is required. Use only if purchasing travel arrangements to bring in a prospective employee, from outside of Colorado. Nonemployees may not be reimbursed through the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

7310 International Travel - Employee Travel

Use for employee travel destination outside the U.S., whenever an overnight stay or air fare is required.

7314 International Travel - Employee Recruitment

Use for employee travel destination outside the U.S., whenever an overnight stay or air fare is required. Use only if traveling to see a prospective recruit.

7350 International Travel - Student

Use for student travel destination outside the U.S., whenever an overnight stay or air fare is required. Use if a student is traveling with you, or if purchasing travel arrangements for a student. Students may not use the Chrome River system, but a Non-Employee reimbursement form may be submitted, when appropriate.

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- If you want to use this account please contact 303.615.0039

No C-Card

7860 Stipends - Paid as non-qualified scholarships to MSU Denver students only. Combine with program code 1800. If you want to use this account please contact 303.615.0039

No C-Card

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FTVACCT*

****Final determination regarding asset account codes to be made by the Asset Accountant.***