

Grant & Contract Frequently Used Account Codes

Unofficial

Acct Code Description:

6115	Faculty Full time pay	
6145	Staff Full time pay	
6147	Staff Part time pay	
6191	Student pay	
6533	Cellular Phones	
6552	Postage - Non-AHEC Postage	
6553	Courier Service	
6590	Equipment	
6592	Exp - Computers Expense	
6593	Exp - Copiers	
6597	Computer Leases	
6600	Other G&A Expenses	
6616	Gift Cards	
6617	Sponsorships - may NOT go on pro-card	NO C-CARD
6618	Membership Dues - Professional Organizations	
6619	Membership Dues - Non-Professional Organizations	
6620	Insurance	
6622	Subscriptions	
6623	Advertising: <i>ads-must have sample</i>	
6624	Staff Development	
66281	Student Recognition Expenditure	
6629	Registration Fees - Conferences/Training	
6660	Services - contracted services expense	
66282	Prizes and Awards	
6663	Work-study Hours - subcontract services	NO C-CARD
6664	Grant Subcontract Expense-Subrecipients & subcontractors	
6666	Visiting Lecturer Expense	
6667	Honorarium-NEW PSA Form required	
6674	Internet Service Provider	
6675	Computer & Software Maintenance/Support	
6710	Office Supplies	
6721	Janitorial Supplies	
6732	Small Office Furniture (<i>unit cost less than \$200</i>)	
6733	Small Office Equipment (<i>unit cost less than \$200</i>)	
6750	Instruction Supplies Expense	
6752	Lab Supplies	
6753	Books/Supplies	
6754	Educational Materials Supplies	
6757	Instructional Supplies	
6820	Printing - non-AHEC vendors	
6852	Maintenance Agreements/Contracts, non-computer	
6857	Maintenance-General, non-computer	
7010	Official Function - Room/Facility Rental	

- 7020 Official Function - Food/Refreshments - No Alcohol
- 7098 Travel Agency Fees
- 7111 In-State Travel - Employee Travel Advance
- 7112 In-State Travel - Employee
- 7150 In-State Travel - Student
- 7151 In-State - Student Training/Conference
- 7211 Out-of-State Travel - Employee Travel Advance
- 7212 Out-of-State Travel - Employee
- 7250 Out-of-State Travel - Student
- 7251 Out-of-State Travel - Student Training/Conference
- 7280 Out-of-State Travel - Non-Employee
- 7281 Out-of-State Travel - Non-Employee/Training, Conference
- 7311 International Travel - Employee Travel Advance
- 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)
- 7850 Stipends

No C-Card

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