

FY'20 Commonly Used Account Codes

(Expense) General Furn./Equip. Descriptions

- 7334 General Furn/Equip, unit cost under \$5,000. **not controlled**
includes Uniforms, Athletic Equip. & Gear, Golf Carts
- 7374* General Equipment, unit cost under \$5,000. **controlled***
- 7377 Computer equipment under \$5,000. **not controlled**. (Monitors, Printers, etc.)
- 7378** Computer equipment under \$5,000, **controlled****

(Expense) Repairs & Parts - General Furn./Equip.

- 7330 Repair parts for General Furn/Equip
- 7335 Computer parts, under \$5,000. **not controlled** (Memory-Cables etc.)
- 7266 Maint & Repair of buildings, project total cost under \$100,000.
- 7267 Maint & Repair, computers, includes warranties
- 7367 Maint & Repair, general furn/equip, includes warranties
- 7380 Software, under \$100,000
- 7406 Rental, equipment (including copiers)
- 7442 Rental, vehicles
- 7470 Rental, space

(Capitalized) Furn./Equip. & Misc.

- 7372 Motor vehicles, (with license plates), ***unit cost greater than \$5,000.***
- 7373 General Furn/Equip, includes golf carts/segways, ***unit cost greater than \$5,000.***
- 7379 Computer equipment unit ***cost greater than \$5,000.***
- 7389 Books & Ref. Materials (Library Use, all capitalized)
- 7395 Software, unit cost \$100,000. and useful life greater than one-year

(Expense) Supplies & Misc. Common Codes

- 7300 Consumable Supplies (includes Office Supplies)
- 7309 Promotional Items
- 7310 Chemicals & Gases
- 7312 Medical Supplies
- 7315 Food Purchased by the state
- 7328 Hardware, keys, Agri. & Const. supplies
- 7106 Travel, in state
- 7116 Travel, out of state
- 7121 Travel, student
- 7201 Memberships
- 7202 Employee training
- 7203 Registrations
- 7210 Fees
- 7211 Awards
- 7240 Consultants
- 7252 Guest lecturers, teachers, speakers, etc.
- 7253 Other Professional services
- 7273 Printing & Reproduction
- 7274 Temp employees (Corestaff, etc.)
- 7299 Purchased Contracted Services
- 7303 Subscriptions & Periodicals, Non-Library Use

Property Contacts:

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*Controlled Equip.

Acct. Code *7374
(Unit cost \$500.-\$5000.)
Audio Equip
Camcorders-TVs-DVRs
Data Projectors
Digital Cameras
Firearms

**Controlled Equip.

Acct. Code **7378
(Unit cost \$500.-\$5000.)
Desktops-Laptops
Ipad, Tablets etc.
Smartphones

***All Controlled equip. must
be processed, tagged and
inventoried through the
Property Mngt. Office**

FREIGHT MUST BE ADDRESSED ON ALL EQUIPMENT AND SUPPLIES ORDERS

When a **Freight/Shipping charge** is applied to an order, list the freight on a separate line item under the **same account code as the equipment being purchased** (i.e. 7378, 7373, 7374, etc.).

When a **Freight/Shipping charge** is not applied to an equipment order, indicate "**No Shipping Costs**" in **Document Text**.

INSTRUCTIONS REGARDING THE METHOD TO SEND THE PO TO THE VENDOR MUST BE ADDRESSED IN DOCUMENT TEXT

Provide the email address or the fax number you want Purchasing to send the PO to the vendor. Also address if you want Purchasing to CC you when they send it.

If there are no instructions provided, the PO will be mailed to the vendor in an envelope with a stamp and a copy will not be sent to you.