

## Commonly Used Account Codes

Account Codes		
Account	Title	Notes
701001	Instructional Supplies	Typically related to teaching in the classroom
701051	Office Supplies	Pens, pencils, desk misc,
701053	Books	Typically related to research or teaching
701055	Subscriptions	Newspapers, magazine, online subscriptions, etc.
701057	CDs/DVDs/Albums & Other Media	
701501	Other Supplies	Things for the office not categorized as office supplies: kleenex, paper products, water, coffee, tea, snacks, etc.
704001	General Printing & Binding	Print Shop charges and outside print jobs
704021	Photo and Graphic Expenses	
705001	Postage	Mail Room charges, or for outside postage purchases
705011	Shipping & Express Service	Fed Ex/UPS charges-through Mail Room or Post Office
706011	Advertising & Publicity	Newspaper/online advertising, etc.
706021	Promotional Items	Example: Items w/CC logo for giveaways
707011	Professional Fees	Payments to non-CC consultants, etc.
707041	Bank Service Charges	Fees passed along for wire transfers, credit card fees, etc.
707051	Speakers & Lecturers Honoraria	Payments to non-CC speakers/lecturers
707401	Academic Year Food Services	Used by Bon Appetit
707501	Official Functions	Official events held by department. Events where invites might go out - lectures, concerts, graduation, VIP events, etc.
707502	College Entertainment	This one is vague and can be defined by a particular department to suit their needs.
707503	Meals - Non-Travel	Example: staff person takes someone to lunch here in town
707504	Meeting Refreshments	Example: food/drink provided for staff meeting or class
707505	Audio Visual Chargebacks	If you've requested AV for presentation, a charge from AV Dept may show up here (usually if it's after hours)
707601	Professional Development	Staff person attending conference, classes, etc.
708001	Dues & Memberships	Example: yearly fee for Colo Dept of Higher Education
708056	Support for Agency Funds	If you are supporting a student club on campus for an event, we will transfer those funds into their agency fund using this account line.
708091	Parking Fees (Dept. Recharges)	Purchasing parking passes from Campus Safety
708990	Unreconciled P-Card Charges	Pcard charges will upload to this account line if you haven't reconciled your charges by the 8th of the month.
708991	Unrec St Org & Field Trip Advances	Where Cash Advances for field trips are charged until reconciled

708992	Unreconciled Cash Advances	Where all other (excluding Field Trip) Cash Advances are charged until reconciled
708993	PCard Used in Error for Pers. Exp.	If you used your pcard for a personal expense, please reconcile it to this account code and submit a check (payable to CC) to Susan in the Finance Office
708995	PCard Fraudulent Charges	If your pcard has been compromised, please reconcile all fraudulent charges to this account code. Be sure to notify Anne Corley in the Finance Office as well as UMB - as quickly as possible.
710171	Building Maintenance services	Charges from Facilities for work order requests
710192	Set-up Service Charges	Charges from Facilities for event set-up expenses
710497	Security Recharges	If you required Campus Safety to work an event, they would charge this account line.
710511	Software Licensing Fees	Purchases typically made through ITS then reconciled to this account line
710521	Software Support and Maintenance	Purchases typically made through ITS then reconciled to this account line

<b>All of these (shaded) account lines are used when traveling away from CC.</b>		
730001	Airfare	Airfare, baggage fees
730011	Ground Transportation	Rental car, gas, Uber, parking fees, etc.
730021	Mileage	If you use your own car, you can be reimbursed for the miles. Please include Mapquest or Google Map as backup for miles driven
730031	Lodging	Hotel charges while travelling on CC business
730041	Meals & Incidentals	All meal expenses while traveling for CC.
730051	Conference Registration Fees	self-explanatory
730071	Other Travel	If you have an expense that doesn't fall into any of the shaded categories above, use this account line.
730081	Field Trips	Example: If your department had an off-campus retreat, expense could be charged here.
740101	Computer Equipment over \$5000 ea	Computer purchases are centrally funded so ITS will purchase on your behalf and will reconciled to this account line
740102	Computer Equipment-Under \$5000 Each	Computer purchases are centrally funded so ITS will purchase on your behalf and will reconciled to this account line
740201	Office Equipment over \$5,000 ea	Generally made in cooperation with the Purchasing Office
740202	Office Equipment- Under \$5,000 Each	self-explanatory
740301	Other Equipment over \$5,000 ea	Generally made in cooperation with the Purchasing Office
740302	Other Equip/Furn. -Under \$5000 EA	self-explanatory
762001	Prizes and Awards	Generally used for academic prizes and awards to students. (Honors Convocation)
762050	CC Fellowships/Grants	Generally used when grants/awards for students are processed through Financial Aid