

ACCOUNT CODES

(This list is not all inclusive.)

ITEM	ACCOUNT CODE	CATEGORY
Access/Download Fees	721000	FEES & OTHER CHARGES
Acetylene	731000	CHEMICALS & GASES
Acids	731000	CHEMICALS & GASES
Ads-Classified; Facebook; Radio; Television; Yellow Page	728100	PROMOTIONAL ADVERTISING
Ads-Personnel (HR approval required prior to placing the ad)	728100	PROMOTIONAL ADVERTISING
Adapters	733400	FURNISHINGS & EQUIPMENT EXPENSED
Alcohol/Alcohol wipes for cleaning	730000	CONSUMABLES
Alcohol/Alcohol wipes for medical	731200	MEDICAL SUPPLIES
Aluminum Foil	730000	CONSUMABLES
Ammonia	731000	CHEMICALS & GASES
Animal Parts	738400	ANIMALS-NOT CAPITALIZED
Animal Rental	721000	FEES & OTHER CHARGES
Appliances	733400	FURNISHINGS & EQUIPMENT EXPENSED
Aprons (fabric)	733300	FABRICS & LINENS
Aprons (plastic/disposable)	730000	CONSUMABLES
Art	733400	FURNISHINGS & EQUIPMENT EXPENSED
Asphalt	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Aspirin	731200	MEDICAL SUPPLIES
Audio Conference	720300	REGISTRATION FEES
Awards (FO-19A form required)	721100	AWARDS (FO-19A form required)
Backpack	733400	FURNISHINGS & EQUIPMENT EXPENSED
Balloons	730000	CONSUMABLES
Badges (with magnetic backing)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Badges (plastic or paper)	730000	CONSUMABLES
Balls (e.g. ping pong; basketball; football)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Balloons	730000	CONSUMABLES
Bandages	731200	MEDICAL SUPPLIES
Bandana	733300	FABRICS & LINENS
Banker Boxes (cardboard)	730000	CONSUMABLES
Banners (give away – SHSU Logo) (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Banners (one-time use/disposable)	730000	CONSUMABLES
Banners (can be used more than once)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Bark Chips	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Barriers (for holding back crowds/people)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Batteries	730000	CONSUMABLES
Battery Backup (UPS)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Battery Cables/battery cable switches	733400	FURNISHINGS & EQUIPMENT EXPENSED
Battery Core Charge	721000	FEES & OTHER CHARGES
Battery for a laptop	733500	COMPUTER PARTS EXPENSED
Beads	730000	CONSUMABLES
Beakers	733400	FURNISHINGS & EQUIPMENT EXPENSED
Bed Linens	733300	FABRICS & LINENS
Bed Pans	731200	MEDICAL SUPPLIES
Belt (men's/women's)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Belt (machine)	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Benzene	731000	CHEMICALS & GASES

Benzol	731000	CHEMICALS & GASES
Beverages (FO19A form required)	731500	FOOD (FO-19A form required)
Billfold	733400	FURNISHINGS & EQUIPMENT EXPENSED
Binder (3-ring)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Binder Clips	730000	CONSUMABLES
Blood Pressure Gauge	731200	MEDICAL SUPPLIES
Board Games	733400	FURNISHINGS & EQUIPMENT EXPENSED
Book (not for Newton Gresham Library)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Book on CD	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Booth Space (rental)	747000	RENTAL OF SPACE
Box (cardboard, not plastic)	730000	CONSUMABLES
Box/Tub (plastic)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Breeding Fees	721000	FEES & OTHER CHARGES
Brochures (pre-printed)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Broom	733400	FURNISHINGS & EQUIPMENT EXPENSED
Bucket/pail	733400	FURNISHINGS & EQUIPMENT EXPENSED
Bug/mosquito repellant	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Bulbs (plants)	733100	PLANTS
Bull Semen	738400	ANIMALS-NOT CAPITALIZED
Bulletin Boards	733400	FURNISHINGS & EQUIPMENT EXPENSED
Bungee Cords	733400	FURNISHINGS & EQUIPMENT EXPENSED
Buttons (for apparel)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Buttons (promotional items; giveaways) (FO 19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Cable (not USB)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Cable (USB)	733500	COMPUTER PARTS EXPENSED
Cadavers for Research	738400	ANIMALS-NOT CAPITALIZED
Calculators	733400	FURNISHINGS & EQUIPMENT EXPENSED
Calendars	730000	CONSUMABLES
Caliche Rock	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Camcorders	733400	FURNISHINGS & EQUIPMENT EXPENSED
Candy (FO 19A form required)	731500	FOOD (FO-19A form required)
Camera	733400	FURNISHINGS & EQUIPMENT EXPENSED
Canned Air (to clean computer)	730000	CONSUMABLES
Car Wash Service	729900	CONTRACTED SERVICES
Carbon Dioxide	731000	CHEMICALS & GASES
Cards (e.g. thank you; sympathy; get well;)	730000	CONSUMABLES
Carpet/Carpet Squares	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Carpet Padding	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Carpet Cleaning Services	727700	CLEANING SERVICES
Cartridges for games devices (e.g. Wii; Xbox)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Case for Camera/Camcorder	733400	FURNISHINGS & EQUIPMENT EXPENSED
Case for IT items (e.g. computers; iPads)	733500	COMPUTER PARTS EXPENSED
Case for Non-IT items	733400	FURNISHINGS & EQUIPMENT EXPENSED
Cassette Tapes (blank)	730000	CONSUMABLES
Catheters	731200	MEDICAL SUPPLIES
Cattle/Horses Registration Fee	721000	FEES & OTHER CHARGES
Caulk	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
CD (book on CD)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
CD (pre-recorded)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
CD (blank)	730000	CONSUMABLES
Cell Phone Cover	733400	FURNISHINGS & EQUIPMENT EXPENSED

Cement	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Centerpiece (for decoration, not to be given away)	730000	CONSUMABLES
Centrifuge	733400	FURNISHINGS & EQUIPMENT EXPENSED
Certified Document Fee	721000	FEES & OTHER CHARGES
Chairs	733400	FURNISHINGS & EQUIPMENT EXPENSED
Chalk	730000	CONSUMABLES
China/Dishes	733400	FURNISHINGS & EQUIPMENT EXPENSED
China/Dishes (rental)	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Chlorine	731000	CHEMICALS & GASES
Choir Robes/Dress	733300	FABRICS & LINENS
Christmas Decorations	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Garland (artificial)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Garland (fresh/real)	730000	CONSUMABLES
Christmas Lights	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Ornaments	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Stocking (fabric)	733300	FABRICS & LINENS
Christmas Tree (artificial)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Tree (real/fresh)	733100	PLANTS
Christmas Wreath	733400	FURNISHINGS & EQUIPMENT EXPENSED
Christmas Tree Topper	733400	FURNISHINGS & EQUIPMENT EXPENSED
Circa Discs	733400	FURNISHINGS & EQUIPMENT EXPENSED
Clamps	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Classroom (rental)	747000	RENTAL OF SPACE
Classified Ads	728100	PROMOTIONAL ADVERTISING
Clay	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Cleaner for hands	730000	CONSUMABLES
Cleaning Services	727700	CLEANING SERVICES
Cleaning Supplies (non-chemical)	730000	CONSUMABLES
Clip Boards	733400	FURNISHINGS & EQUIPMENT EXPENSED
Clock	733400	FURNISHINGS & EQUIPMENT EXPENSED
Clock (as an award/gift) (FO 19A form required)	721100	AWARDS (FO-19A form required)
Clothing	733300	FABRICS & LINENS
Coffee (FO 19A form required)	731500	FOOD (FO-19A form required)
Coffee Filters	730000	CONSUMABLES
Coffee Pots	733400	FURNISHINGS & EQUIPMENT EXPENSED
Columns	733400	FURNISHINGS & EQUIPMENT EXPENSED
Compressed Air	731000	CHEMICALS & GASES
Computer USB Cable	733500	COMPUTER PARTS EXPENSED
Computer Carrying Case	733500	COMPUTER PARTS EXPENSED
Computer Keyboard	733500	COMPUTER PARTS EXPENSED
Computer Mouse	733500	COMPUTER PARTS EXPENSED
Cones (safety)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Conference Space	747000	RENTAL OF SPACE
Copyright Fees	721000	FEES & OTHER CHARGES
Correction Tape/Fluid	730000	CONSUMABLES
Costumes	733300	FABRICS & LINENS
Costumes (rental)	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Couch/sofa	733400	FURNISHINGS & EQUIPMENT EXPENSED
Crayons	730000	CONSUMABLES
Couplings	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Cups (plastic/disposable)	730000	CONSUMABLES

Curtains (fabric)	733300	FABRICS & LINENS
Curtains (plastic)	730000	CONSUMABLES
Curtain Rod/Tension Rod	733400	FURNISHINGS & EQUIPMENT EXPENSED
Cylinder Refill (chemical or gas)	731000	CHEMICALS & GASES
Data Traveler	733500	COMPUTER PARTS EXPENSED
Decals (give away) PROMOTIONAL ITEMS (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Décor for the office	733400	FURNISHINGS & EQUIPMENT EXPENSED
Decorations (disposable)	730000	CONSUMABLES
Decorations (non-disposable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Digital Camera	733400	COMPUTER PARTS EXPENSED
Digital Camera Memory Card/Smart Card	733500	COMPUTER PARTS EXPENSED
Digital Voice Recorder	733500	COMPUTER PARTS EXPENSED
Directories	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Directory Listing	728100	PROMOTIONAL ADVERTISING
Dirt	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Dishes (disposable)	730000	CONSUMABLES
Dishes (reusable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Distributors	733000	PARTS FOR EQUIPMENT & FURNISHINGS
DNA Ladder	733400	FURNISHINGS & EQUIPMENT EXPENSED
Domain Name Rights	721000	FEES & OTHER CHARGES
Door Prizes (FO 19A form required)	721100	AWARDS (FO-19A form required)
Door Stops	733400	FURNISHINGS & EQUIPMENT EXPENSED
Drill Bits	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Drugs	731200	MEDICAL SUPPLIES
Dry Ice	731000	CHEMICALS & GASES
DVD's (pre-recorded)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
DVD Player	733400	FURNISHINGS & EQUIPMENT EXPENSED
Earphones/Ear Buds	733400	FURNISHINGS & EQUIPMENT EXPENSED
Element	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Engraved Gift (engraving is done when item is purchased) (FO 19A form required)	721100	AWARDS (FO-19A form required)
Engraving Services	729900	CONTRACTED SERVICES
Envelopes	730000	CONSUMABLES
Eraser (e.g. Chalkboard; whiteboard)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Exam Fee	721000	FEES & OTHER CHARGES
Exhibit Space	747000	RENTAL OF SPACE
Extended Warranty	736700	MAINTENANCE/REPAIR TO EQUIPMENT
Extension Cords	733400	FURNISHINGS & EQUIPMENT EXPENSED
Fabric	733300	FABRICS & LINENS
Fan Module	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Fan Motor	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Feed for Animals	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Felt Fabric	733300	FABRICS & LINENS
Felt Pads (self-adhesive scratch guard pads)	730000	CONSUMABLES
Fence Posts	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Fertilizer	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
File Folders	730000	CONSUMABLES
Filing Cabinet	733400	FURNISHINGS & EQUIPMENT EXPENSED
Filters	733000	PARTS FOR EQUIPMENT & FURNISHINGS
First Aid Kits	731200	MEDICAL SUPPLIES
Flags	733400	FURNISHINGS & EQUIPMENT EXPENSED

Flash Drives	733500	COMPUTER PARTS EXPENSED
Flashlights	733400	FURNISHINGS & EQUIPMENT EXPENSED
Flowers (fresh flowers from florist)	730000	CONSUMABLES
Flowers/Plants (office décor)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Flowers (with roots)	733100	PLANTS
Flowers (e.g. funeral, get well; gift) (FO 19A form required)	721100	AWARDS (FO-19A form required)
Foam	730000	CONSUMABLES
Foil (aluminum)	730000	CONSUMABLES
Folders (file)	730000	CONSUMABLES
Food	731500	FOOD (FO-19A form required)
Food (For Lab Use Only – no human consumption)	730000	CONSUMABLES
Forks (plastic/disposable)	730000	CONSUMABLES
Forks (reusable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Formaldehyde	731000	CHEMICALS & GASES
Furniture	733400	FURNISHINGS & EQUIPMENT EXPENSED
Furnishings (for office)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Fuser Kits	733500	COMPUTER PARTS EXPENSED
Games	733400	FURNISHINGS & EQUIPMENT EXPENSED
Game Cartridges (e.g. Wii; Xbox; Playstation)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Gaming Devices (e.g. Wii; Xbox; Playstation)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Garbage Bags	730000	CONSUMABLES
Garbage Cans	733400	FURNISHINGS & EQUIPMENT EXPENSED
Garland/Tinsel	730000	CONSUMABLES
Gauze	731200	MEDICAL SUPPLIES
Generator	733400	FURNISHINGS & EQUIPMENT EXPENSED
Gift bags, ribbon, card, tissue for give-away (FO 19A form required)	721100	AWARDS (FO-19A form required)
Gift Baskets (FO 19A form required)	721100	AWARDS (FO-19A form required)
Gifts (FO 19A form required)	721100	AWARDS (FO-19A form required)
Glassware (e.g. dishes; bowls; drinkware)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Glitter	730000	CONSUMABLES
Gloves (non-disposable type)	733300	FABRICS & LINENS
Gloves (surgical)	731200	MEDICAL SUPPLIES
Gloves (disposable)	730000	CONSUMABLES
Glue	730000	CONSUMABLES
Goggles	733400	FURNISHINGS & EQUIPMENT EXPENSED
Golf Balls	730000	CONSUMABLES
Golf Cart Rental	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Golf Course Usage Fee	721000	FEES & OTHER CHARGES
Gowns (surgical)	731200	MEDICAL SUPPLIES
Grain	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Graphic Cards	733500	COMPUTER PARTS EXPENSED
Grass	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Gravel	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Grease/Lubricant	730400	FUELS & LUBRICANTS
Grinder	733400	FURNISHINGS & EQUIPMENT EXPENSED
Hand Cleaner	730000	CONSUMABLES
Hay	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Headphones	733400	FURNISHINGS & EQUIPMENT EXPENSED
Heater (space heater)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Helium Tank (like those purchased from Walmart to blow up balloons)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Herbicide	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION

Hole Punches	733400	FURNISHINGS & EQUIPMENT EXPENSED
Holiday cards (e.g. Christmas)	730000	CONSUMABLES
Hoses	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Human Blood	731200	MEDICAL SUPPLIES
Hydrogen	731000	CHEMICALS & GASES
Ice (to be used in beverages) (FO 19A form required)	731500	FOOD (FO-19A form required)
Ice Machine	733400	FURNISHINGS & EQUIPMENT EXPENSED
Index Cards	730000	CONSUMABLES
Ink	730000	CONSUMABLES
Inspection Fee	721000	FEES & OTHER CHARGES
Instruments (musical)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Invitations	730000	CONSUMABLES
Janitorial Supplies	730000	CONSUMABLES
Jars	733400	FURNISHINGS & EQUIPMENT EXPENSED
Jewelry	733400	FURNISHINGS & EQUIPMENT EXPENSED
Job Postings for SHSU (HR approval required prior to placing the ad)	728100	PROMOTIONAL ADVERTISING
Journals	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Kayaks	733400	FURNISHINGS & EQUIPMENT EXPENSED
Keyboards (musical)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Keyboards (for computer)	733500	COMPUTER PARTS EXPENSED
Knives (plastic/disposable)	730000	CONSUMABLES
Knives (reusable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Lab Specimens	738400	ANIMALS-NOT CAPITALIZED
Labels	730000	CONSUMABLES
Lanyards	730000	CONSUMABLES
Lanyards (give away – SHSU Logo) (FO 19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Lapel Pins (give away – SHSU Logo) (FO 19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Lapel Pins (for faculty/staff/student workers)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Laptop/Computer carrying case	733500	COMPUTER PARTS EXPENSED
Laser Pointers	733500	COMPUTER PARTS EXPENSED
Lathe	733400	FURNISHINGS & EQUIPMENT EXPENSED
Lens	733400	FURNISHINGS & EQUIPMENT EXPENSED
Light Bulbs	730000	CONSUMABLES
Liquid Nitrogen	731000	CHEMICALS & GASES
Linens	733300	FABRICS & LINENS
Linens Rental (e.g. Aramark)	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Lubricant/Grease	730400	FUELS & LUBRICANTS
Luggage	733400	FURNISHINGS & EQUIPMENT EXPENSED
Lumber	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Mailers	730000	CONSUMABLES
Magnet	733400	FURNISHINGS & EQUIPMENT EXPENSED
Magstripe Card Swipes	733500	COMPUTER PARTS EXPENSED
Mannequins	733400	FURNISHINGS & EQUIPMENT EXPENSED
Manuals	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Manuscript Covers	730000	CONSUMABLES
Maps	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Markers	730000	CONSUMABLES
Masks (surgical)	731200	MEDICAL SUPPLIES
Material/Fabric	733300	FABRICS & LINENS
Medical Supplies (no prescriptions or controlled substances)	731200	MEDICAL SUPPLIES
Membership Dues (requires prior approval from VP of Fin. & Ops.)	720100	MEMBERSHIP DUES

Memory Sticks	733500	COMPUTER PARTS EXPENSED
Mice	738400	ANIMALS-NOT CAPITALIZED
Microfilm	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Microphone	733400	FURNISHINGS & EQUIPMENT EXPENSED
Microwave	733400	FURNISHINGS & EQUIPMENT EXPENSED
Mileage Guides	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Modem	733500	COMPUTER PARTS EXPENSED
Mouse for computer	733500	COMPUTER PARTS EXPENSED
Mouse Pad	733400	FURNISHINGS & EQUIPMENT EXPENSED
Movies (rental)	742100	RENTAL OF REFERENCE MATERIAL
MP3 Player	733400	FURNISHINGS & EQUIPMENT EXPENSED
Mug (ceramic/glass)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Nails	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Name Badges/Tags with magnetic backs	733400	FURNISHINGS & EQUIPMENT EXPENSED
Name Badges/Tags (paper or plastic)	730000	CONSUMABLES
Name Plates	733400	FURNISHINGS & EQUIPMENT EXPENSED
National Park Use Fee	721000	FEES & OTHER CHARGES
Needle (sewing)	730000	CONSUMABLES
Needle/Syringe	731200	MEDICAL SUPPLIES
Newspaper Ads	728100	PROMOTIONAL ADVERTISING
Newspaper Clippings	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Notary Fee Service	720500	FEES-NOTARY FEES
Notary Fee (fee attached to become a notary)	721000	FEES & OTHER CHARGES
Nuts and Bolts	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Office Furnishings/Décor	733400	FURNISHINGS & EQUIPMENT EXPENSED
Oscilloscope	733400	FURNISHINGS & EQUIPMENT EXPENSED
Ornaments	733400	FURNISHINGS & EQUIPMENT EXPENSED
Ornament hooks	733400	FURNISHINGS & EQUIPMENT EXPENSED
Oxygen	731000	CHEMICALS & GASES
Pads (give away – SHSU Logo) (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Pager	751700	TELECOMMUNICATIONS EQUIPMENT-EXPENSED
Paint	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Paint Brush	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Paint Marker	730000	CONSUMABLES
Paint Thinner	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Paint, Tempura	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Paper	730000	CONSUMABLES
Paper Clips	730000	CONSUMABLES
Paper Cutter	733400	FURNISHINGS & EQUIPMENT EXPENSED
Paper Goods (e.g. plates; cups; napkins)	730000	CONSUMABLES
Paper Towels	730000	CONSUMABLES
Paperless Post	730000	CONSUMABLES
Patent	721000	FEES & OTHER CHARGES
Pavers (garden)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Peat Moss	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Pens	730000	CONSUMABLES
Pens (give away – SHSU Logo) (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Pencils	730000	CONSUMABLES
Pencils (mechanical)	730000	CONSUMABLES
Pencil Pouch for 3-ring binder	730000	CONSUMABLES
Pencil Sharpener	733400	FURNISHINGS & EQUIPMENT EXPENSED

Pesticides	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Petri Dish	730000	CONSUMABLES
Photo Film	730000	CONSUMABLES
Photo Finishing	729900	CONTRACTED SERVICES
Photo Matting	730000	CONSUMABLES
Picture Frame	733400	FURNISHINGS & EQUIPMENT EXPENSED
Pillows	733300	FABRICS & LINENS
Plants (bedding)	733100	PLANTS
Plants (artificial, office décor)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Plaques (that remain in buildings)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Plaques (given as gifts) (FO 19A form required)	721100	AWARDS (FO-19A form required)
Plastic Cups	730000	CONSUMABLES
Plastic Forks	730000	CONSUMABLES
Plastic Knives	730000	CONSUMABLES
Plastic Plates	730000	CONSUMABLES
Plastic Spoons	730000	CONSUMABLES
Posters	730000	CONSUMABLES
Potting Soil	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Prizes (FO 19A form required)	721100	AWARDS (FO-19A form required)
Projector	733400	FURNISHINGS & EQUIPMENT EXPENSED
Promotional Items (FO 19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Pumpkins	730000	CONSUMABLES
Purse	733400	FURNISHINGS & EQUIPMENT EXPENSED
Push Pins	730000	CONSUMABLES
Record Book	730000	CONSUMABLES
Rubber Bands	730000	CONSUMABLES
Radio	733400	FURNISHINGS & EQUIPMENT EXPENSED
Radio Spots (advertising)	728100	PROMOTIONAL ADVERTISING
Rake	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Rats	738400	ANIMALS-NOT CAPITALIZED
Reference Materials (cassettes/diskettes)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Reference Materials (rental)	742100	RENTAL-REFERENCE MATERIAL
Refrigerator	733400	FURNISHINGS & EQUIPMENT EXPENSED
Refunds	721000	FEES & OTHER CHARGES
Registration Fee – Staff/Faculty	720300	REGISTRATION FEES
Registration Fee – Students	721000	FEES & OTHER CHARGES
Remote	733400	FURNISHINGS & EQUIPMENT EXPENSED
Rental of Space (e.g. banquet room; booth; conference space; exhibit space; meeting space; storage space)	747000	RENTAL OF SPACE
Rental of Golf Cart	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Resale Items (e.g. food; apparel)	739300	MERCHANDISE FOR RESALE
Restocking Fees	721000	FEES & OTHER CHARGES
Rock	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Rope	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Rubber Bands	730000	CONSUMABLES
Rubber Boots	733400	FURNISHINGS & EQUIPMENT EXPENSED
Rubber Stamps	733400	FURNISHINGS & EQUIPMENT EXPENSED
Rubbing Alcohol	731200	MEDICAL SUPPLIES
Rug (office décor)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Ruler (plastic or metal)	733400	FURNISHINGS & EQUIPMENT EXPENSED

Sand	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Salt Block for Cattle	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Sanitizer	730000	CONSUMABLES
Santa Hat	733300	FABRICS & LINENS
Satchel	733400	FURNISHINGS & EQUIPMENT EXPENSED
Scanner	733400	FURNISHINGS & EQUIPMENT EXPENSED
Scantrons	730000	CONSUMABLES
Scissors	733400	FURNISHINGS & EQUIPMENT EXPENSED
Seeds	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Selfie Stick	733400	FURNISHINGS & EQUIPMENT EXPENSED
Seminars	720300	REGISTRATION FEES
Services/Attendants (e.g. Aramark)	729900	CONTRACTED SERVICES
Services/Blade Sharpening	729900	CONTRACTED SERVICES
Services/Bowling	729900	CONTRACTED SERVICES
Services/Cleaning	727700	CLEANING SERVICES
Services/Carpet Cleaning	727700	CLEANING SERVICES
Services/Dry Cleaning	727700	CLEANING SERVICES
Services/Engraving	729900	CONTRACTED SERVICES
Services/Extended Warranty	736700	MAINTENANCE/REPAIR TO EQUIPMENT
Services/Film Development	729900	CONTRACTED SERVICES
Services/Moving	729900	CONTRACTED SERVICES
Services/Photography	729900	CONTRACTED SERVICES
Services/Repair	736700	MAINTENANCE/REPAIR TO EQUIPMENT
Services/Tailor	729900	CONTRACTED SERVICES
Services/Uniform cleaning	727700	CLEANING SERVICES
Services/Utilities (for a rental booth)	729900	CONTRACTED SERVICES
Shaft Drive	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Sheet Music	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Sheet Music (rental)	740600	RENTAL OF EQUIPMENT & FURNISHINGS
Shirts (give away – SHSU Logo) (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Shirts (staff)	733300	FABRICS & LINENS
Shoes	733400	FURNISHINGS & EQUIPMENT EXPENSED
Shower Curtains (not plastic/disposable)	733300	FABRICS & LINENS
Shredder	733400	FURNISHINGS & EQUIPMENT EXPENSED
Silverware (not plastic/disposable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Skeleton	733400	FURNISHINGS & EQUIPMENT EXPENSED
Siding	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Signs (one time use; disposable)	730000	CONSUMABLES
Signs (non-disposable; can be reused)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Silverware (not plastic; non-disposable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Site License (must have prior IT approval)	738000	SOFTWARE NOT CAPITALIZED
Slides	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Soap	730000	CONSUMABLES
Sod Pallets	733100	PLANTS
Software (must have prior IT approval)	738000	SOFTWARE NOT CAPITALIZED
Splitter	733400	FURNISHINGS & EQUIPMENT EXPENSED
Spoons (plastic)	730000	CONSUMABLES
Spoons (re-usable, non-disposable)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Sprockets	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Stain	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Stamps (e.g. copy; draft)	733400	FURNISHINGS & EQUIPMENT EXPENSED

Stapler	733400	FURNISHINGS & EQUIPMENT EXPENSED
Staples	730000	CONSUMABLES
State Park Use Fee	721000	FEES & OTHER CHARGES
Steno Pads	730000	CONSUMABLES
Storage bins/tubs	733400	FURNISHINGS & EQUIPMENT EXPENSED
String/Twine	733300	FABRICS & LINENS
Stylus	733500	COMPUTER PARTS EXPENSED
Sunglasses	733400	FURNISHINGS & EQUIPMENT EXPENSED
Surge Protectors	733400	FURNISHINGS & EQUIPMENT EXPENSED
Survey Monkey	721000	FEES & OTHER CHARGES
Suspenders	733300	FABRICS & LINENS
Sutures	731200	MEDICAL SUPPLIES
Subscriptions (e.g. magazine; newspaper; periodicals)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Table	733400	FURNISHINGS & EQUIPMENT EXPENSED
Table (sponsorship)	721000	FEES & OTHER CHARGES
Tablecloth/Table Runner (fabric/non-disposable)	733300	FABRICS & LINENS
Tablecloth/Table Runner (disposable)	730000	CONSUMABLES
Tape Dispensers	733400	FURNISHINGS & EQUIPMENT EXPENSED
Tape (e.g. masking; Scotch; shipping; duct)	730000	CONSUMABLES
Television Ads	728100	PROMOTIONAL ADVERTISING
Tension Rod	733400	FURNISHINGS & EQUIPMENT EXPENSED
Testing Materials/Question Sets	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Textbooks	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Textbooks that will be given to students to keep (FO 19A form required)	721100	AWARDS (FO-19A form required)
Thimble	730000	CONSUMABLES
Thread	730000	CONSUMABLES
Tickets (preprinted for drawings, door prizes, etc.)	730000	CONSUMABLES
Tinsel/Garland	730000	CONSUMABLES
Toilet Paper	730000	CONSUMABLES
Toll Pass	721000	FEES & OTHER CHARGES
Toner for printers	730000	CONSUMABLES
Toolkit	733400	FURNISHINGS & EQUIPMENT EXPENSED
Toolkit for computers and related items	733500	COMPUTER PARTS EXPENSED
Tools	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Towels (fabric)	733300	FABRICS & LINENS
Towels (disposable, paper)	730000	CONSUMABLES
Tracheal Tubes	731200	MEDICAL SUPPLIES
Trash Can	733400	FURNISHINGS & EQUIPMENT EXPENSED
Trees (living)	733100	PLANTS
Trees (artificial)	730000	CONSUMABLES
Tree Skirt (fabric)	733300	FABRICS & LINENS
Tripod	733400	FURNISHINGS & EQUIPMENT EXPENSED
Twine/String	733300	
Uniforms	733300	FABRICS & LINENS
Uniform Cleaning Services	727700	CLEANING SERVICES
USB Cable	733500	COMPUTER PARTS EXPENSED
Valves	733000	PARTS FOR EQUIPMENT & FURNISHINGS
Velcro	730000	CONSUMABLES
Veterinary Medicine	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Videos (pre-recorded)	730300	NON-LIBRARY, SUBSCRIPTIONS, PERIODICALS, TESTS
Wall Art	733400	FURNISHINGS & EQUIPMENT EXPENSED

Wallet/Billfold/Purse	733400	FURNISHINGS & EQUIPMENT EXPENSED
Wash Cloths	733300	FABRICS & LINENS
Waste Basket	733400	FURNISHINGS & EQUIPMENT EXPENSED
Water (FO 19A form required)	731500	FOOD (FO-19A form required)
Webcam	733500	COMPUTER PARTS EXPENSED
Webinars	720300	REGISTRATION FEES
Weed Killer	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Wig	730000	CONSUMABLES
Wire	732800	AGRICULTURE SUPPLIES/MATERIALS/CONSTRUCTION
Wreath (artificial or fresh)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Wreath Hanger (metal or plastic)	733400	FURNISHINGS & EQUIPMENT EXPENSED
Wrist Rest for computer	733400	FURNISHINGS & EQUIPMENT EXPENSED
Wristbands (give away – SHSU Logo) (FO-19A form required)	730900	PROMOTIONAL ITEMS (FO-19A form required)
Yellow Page Ads	728100	PROMOTIONAL ADVERTISING
Yoga Mat	733400	FURNISHINGS & EQUIPMENT EXPENSED
Zip Drives	733500	COMPUTER PARTS EXPENSED

June 2016