Introduction

The purpose of this guide is to provide descriptions on the available account codes and brief explanations for proper use of these codes.

For computer/technology related purchases, refer to Policy IT-S03 and IT@Sam Streamlines Technology Purchasing Process links noted below:

http://www.shsu.edu/intranet/policies/information_technology_policies/
http://www.shsu.edu/~ucs_www/newsletter/May_2011/purchases.html

Have questions, comments or concerns?
Please contact your assigned purchaser or Kathy Roberts, P-Card Coordinator at 936-294-1991 or pur_kjr@shsu.edu.
720100

MEMBERSHIP DUES
Budget Pool 720

To record the payment of annual membership dues.
720300

REGISTRATION FEES
Budget Pool 720

Purpose: to record the payment of registration fees and other expenses for training and conferences attended by employees.

This code includes:
- Audio Conference
- Reference Materials included with seminar/conference registration fees
- Registration Fees
- Seminars
- Webinars

This code excludes:
- Tuition
- Travel Expenses (must be submitted on State of Texas Travel Voucher)
720500

- NOTARY FEES

Budget Pool 720
FEES AND OTHER CHARGES

Budget Pool 720

Purpose: to record payment of authorized fees. This code includes, but is NOT limited to:

- Access/Download Fees
- Animal Rental
- Breeding Fees
- Certified Document Copy Fee
- Copyright Fees
- Domain Name Rights
- Exam Fee
- Golf Course Usage Fee
- Inspection Fee
- National Park Use Fee
- Patent
- Refunds
- Registration Fees (cattle, horses)
- Restocking Fees
- State Park (usage fee)
728100

PROMOTIONAL ADVERTISING
Budget Pool – 720

This code includes, but is NOT limited to:

Classified Ads
Directory Listing
Newspaper Ads
Radio Spots
Television Ads
Yellow Page Ads

• Special Note:
  All personnel ads require the written approval of Human Resources before purchase is made.
**CONSUMABLES** – No HEAF funds

**Budget Pool** 720

Purpose: to record payment for consumable items.

This code includes, but is NOT limited to:

- **Arts and Craft Supplies** – beads, chalk, crayons, glitter, glue
- **Cleaning Supplies** – cleaning agents, hand cleaners and sanitizers, garbage bags, soap, toilet paper
- **Decorations** – balloons, posters
- **Flowers** – cut flowers (not whole plants)
- **Kitchen Supplies** – aluminum foil, coffee filters, paper towels, plastic forks, knives, spoons, glasses, cups, and plates
- **Mail Supplies** – cards, envelopes, invitations, labels, mailers
- **Notary Supplies** – journal, record book
- **Office Equipment** – florescent lights, light bulbs
- **Office Supplies** – batteries, binder clips, cassette tapes (blank), correction fluid, correction tape, markers, paper clips, pens, pencils, rubber bands, scotch tape, staples
- **Paper Supplies** – calendars, copy paper, construction paper, file folders, index cards, manuscript covers, scantrons, steno pads
- **Photo Supplies** – film, matting
- **Printing Supplies** – toner, ink
- **Sewing Supplies** – needle, thimble, thread
- **Signs** – banners, lanyards
730300
NON-LIBRARY BOOKS, SUBSCRIPTIONS AND PERIODICALS
Budget Pool 720
Purpose: to record the payment for the purchase of subscriptions & other publications. This code includes, but is NOT limited to:

- Books – law books, manuals, paperback, textbooks
- Directories
- Historical Markers
- Journals
- Mileage Guides
- Pre-Recorded Materials – DVDs, videos
- Reference Materials – cassettes, diskettes, instructor textbooks
- Sheet Music
- Slides
- Subscriptions – magazine, periodicals, newspaper, reference materials,
- Testing Materials - question sets
- Maps
- Microfilm
- Newspaper Clippings
- Maps
- Textbooks for students

*Special Note: As of August 2, textbooks for students are now an allowable purchase using the procurement card.*
PROMOTIONAL ITEMS
Budget Pool 720
Items given at University Sponsored Events to Promote the University.

Books
Decals (to be given away)
Lanyards (to be given away)
Lapel Pins
Mugs
Pads
Pens
Shirts
Wristbands

Special Note:
A FO-19-A form must be signed and completed before the purchase is made per Finance and Operations Policy FO-19: http://www.shsu.edu/intranet/policies/finop/index.html
CHEMICALS AND GASES

Budget Pool 720

Acids
Acetylene
Ammonia
Benzene
Benzol
Carbon Dioxide
Chlorine
Compressed Air
Cylinder Refill (chemical or gas)

Dry Ice
Formaldehyde
Helium
Hydrogen
Liquid Nitrogen
Oxygen
Standards/Methods

Special Note:
The purchase of hazardous chemicals requires an Exception Request and approval before purchase is made with the procurement card. The product label of the chemical determines whether or not it is hazardous.
MEDICAL SUPPLIES
Budget Pool 720
Purpose: to record payment for the purchase of medical supplies and equipment.

This code includes, but is NOT limited to:

- Bandages
- Bed Pans
- Blood Pressure Gauge
- Catheters
- Drugs
- First Aid Kits
- Gauze
- Human Blood
- Needles/Syringes
- Rubbing Alcohol
- Surgical Gloves, Gowns, Masks
- Sutures
- Tracheal Tubes

**Special Note:** No prescription drugs may be purchased with the procurement card.
731500

FOOD
Budget Pool 720

Bottled Water
Food
Coffee
Candy

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732800

AGRICULTURE SUPPLIES, MATERIALS, AND CONSTRUCTION
Budget Pool 720
Purpose: to record payment for the purchase of farm, ranch, & nursery supplies. The code also is for the payment of road building materials, hardware & materials.

- This code includes, but is NOT limited to:
  - **Animal Supplies** – feed, fish food, grain, hay, rope, salt block, veterinary medicine
  - **Building Materials** – caulk, cement, clamps, fence posts, siding, tools, wire
  - **Building Supplies** – nails, lumber, paint, paint brushes, paint thinner, stain
  - **Horticulture Supplies** – bark chips, grass, herbicides, hoe, peat moss, pesticides, potting soil, rake, seeds, fertilizer
  - **Road Materials** – asphalt, caliche, clay, dirt, gravel, sand
733000

PARTS EQUIPMENT AND FURNISHING
Budget Pool 720
Purpose: to record payment for parts for equipment & furnishings.

- This code includes parts, but is NOT limited to:
  - Belts
  - Compressors
  - Couplings
  - Distributors
  - Drill Bits
  - Element
  - Fan Module
  - Fan Motors
  - Filters
  - Hoses
  - Nuts and Bolts
  - Shaft Drive
  - Sprocketts
  - Valves
733100

PLANTS
Budget Pool  720
Purpose: to record the payment for the purchase of vegetation.

This code includes, but is NOT limited to:

Bedding Plants
Flowers
Trees
Sod Pallets
Bulbs (Plants)
733300

FABRIC & LINENS

Budget Pool  720

Purpose: to record payment for the purchase of fabrics & linens.

- This code includes, but is NOT limited to:
  - Aprons (when not plastic and disposable)
  - Bed Linens
  - Choir Robes/Dress
  - Costumes
  - Fabric (including drapery)
  - Gloves
  - Pillows
  - Shower Curtains
  - Staff Shirts
  - Towels, Wash Cloths
  - Uniforms
733400

FURNISHINGS & EQUIPMENT EXPENSED
Budget Pool    720
Purpose: to record payment for the purchase of furnishings & equipment whose unit cost is less than $500.

This code includes, but is NOT limited to:

**Furniture, Appliances, Musical Instruments**

**Equipment** – autoclave, autofolder, beakers, camcorders, centrifuge, columns, camera, dna ladder, dvd player, flashlights, Garmin, generator, goggles, grinder pump. Headphones, ice machine, l-pods, kayaks, lathe, projector, microphone system, mill, tools, oscilloscope, paper cutter, photo scanner, pipetter set, plaques (that remain in buildings), art, shoes, radio, remote, skeleton, splitter, storage bins, lens,

**Supplies** – scissors, garbage cans, coffee pot, microwave

**Office Equipment** – adapters, calculators, clocks, door, stops, extension cords, pencil sharpeners, staplers, surge protectors, tape dispensers, two and three hole punches, shredder

**Office Supplies** – binders, bulletin boards, clip boards, signs, stamps, name badges, name plates
733500

COMPUTER PARTS EXPENSED
Budget Pool 720

Computer Carrying Case
Data Traveler
Digital Voice Recorder
Flash Drives
Fuser Kits
Graphics Cards
Magstripe Card Swipes
Memory Sticks
Modem
Zip Drives
USB Cable

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737700

COMPUTER EQUIPMENT EXPENSED

Budget Pool 720

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738000

SOFTWARE NOT CAPITALIZED
Budget Pool  720

Site License
Software License Fees
Software Upgrades

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738400

ANIMALS NOT CAPITALIZED

Budget Pool 720

Animal Parts
Bull Semen
Cadavers for Research
Lab Specimens
Mice
Rats
MERCHANDISE FOR RESALE

Budget Pool  720

Purpose:  Resale Items
  ◦ Food and other merchandise purchased for resale.

A FO-19-A form must be signed and completed before the purchase is made per Finance and Operations Policy FO-19: [http://www.shsu.edu/intranet/policies/finop/index.html](http://www.shsu.edu/intranet/policies/finop/index.html)
RENTAL OF EQUIPMENT AND FURNISHINGS
Budget Pool 720

China Rental
Costume Rental
Music Rental

Special Note:
Rentals which require a signed contract are not acceptable purchases with the procurement card.
742100

RENTAL – REFERENCE MATERIALS
Budget Pool 720

Movies (Lowman Student Center)
7470 RENTAL OF SPACE

Purpose: to record payment for the rental of space, including utilities in lieu of rent.

Budget Pool 720

- This code includes, but is NOT limited to:
  - Booth Space
  - Classroom
  - Conference Space
  - Exhibit Space
  - Parking
  - Safety deposit box
  - Storage Space

Special Note: Rentals which require a signed contract are not acceptable purchases with the procurement card.
757700

FOOD & BEVERAGE OFFICIAL FUNCTIONS
Budget Pool 720