



# ACCOUNT CODES



SHSU Procurement & Business Services  
CHSS, Suite 452  
936-294-1991



# Introduction

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

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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/intranet/policies/information_technology_policies/)

[http://www.shsu.edu/~ucs\\_www/newsletter/May\\_2011/purchases.html](http://www.shsu.edu/~ucs_www/newsletter/May_2011/purchases.html)

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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](mailto: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**



# 721000

## **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.**



# 730000

**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.**



# 730900

## **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>**



# 73 | 000

## 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.**

# 73 | 200

## **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.**



# 73 | 500

## **FOOD**

### **Budget Pool 720**

Bottled Water

Food

Coffee

Candy

**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>**



# 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
  - Sprockets
  - 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, I-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



# 739300

## **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>**



# 740600

## **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**