

SHSU Program Codes

Program Code Designations

00 – Revenue

00 program code should never be used for expenses.

10 – Instruction

- Academic Teaching Departments
 - Includes faculty, support staff, TAs, O&M, etc.
- Study Abroad
- Field Schools

20 – Research

- Sponsored Research
 - Internal and external
- Graduate Research Assistants
- Research Centers
 - TRIES, AARC
- Research Proposal and Administration

30 – Public Service

- Operations that exist to serve the community
 - Museum
 - Small Business Center
 - LEMIT
 - CMIT
 - Charter School
 - COM Clinic

35 – Hospital Clinic

College of Osteopathic Medicine Hospital Clinic use only.

40 – Academic Support

- Dean's Offices or organizations that belong to the "College"
- Programs in academic areas that are not instructional
 - Radio Station, Writing Journals
- Lab fees
- Quality Enhancement Plans, Faculty Senate, and other faculty resources
- Raven Nest
- Student Success Initiatives, Graduate School, Developmental Programs, PACE, ACE, Academic Success Center, SHSU Online
- Library
- IT – Systems Client Services, Project Management

50 – Student Services

- Fund 170400
- All Student Activities
 - Band, Cheerleaders, etc.
 - Events: Sammypoalooza, Commencement
- Student Services
 - Sam Center, Testing Center, Counseling Center, Medical Services, OneCard
- Enrollment Management
 - Financial Aid, Visitor Services, Registrar, Admissions, etc.
- Student Facilities
 - Coliseum, Bearkat Camp, Pritchett Fields, Rec Sports (when not on 18/19 funds)

60 – Institutional Support

- Office of the President
- All VP Offices (including Provost)
- Resources for all University employees
 - Staff Council
- Departments that support the institution as a whole
 - Budget, Controller's Office, Payroll, IT-ERP, Procurement, University Advancement, etc.

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Program Code Designations

70 – Maintenance and Operations

Facilities and Police use only.

71 – Depreciation

Controller's Office use only.

80 – Scholarships

- Scholarships using account codes that begin with 7583XX
- Work study salary and benefits

90 – Auxiliary

- Funds that start with 18 or 19 only.
 - Scholarships on 18/19 funds should still use 80

91 - Athletics

- Athletics
 - Including athletic scholarships

Helpful Notes

- Other than scholarships, research, and auxiliaries, your organization should be consistent in the program code it uses.
 - For instance: If you are the Computer Science Department, you should be using program code 10 for your primary organization since you are an instructional area.
- Always contact the Controller's Office if you have questions about which program code to use.
- Program codes for grants are determined by the Office of Research Administration when the grant is initially set up.
- An EPAF is required to change the program code on a salary.
- If a detail code has an incorrect program code, please contact the Controller's Office.