# 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, QM, 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

- Fund 170400
- All Student Activities
  - Band, Cheerleaders, etc.
  - Events: Sammypalooza, 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)

### 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: Sammypalooza, 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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**Controller’s Office**

**College of Osteopathic Medicine Hospital Clinic**

use only.
SHSU Program Codes

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.