

ACCT #'s	DESCRIPTION
60000	DUPLICATING & XEROX (duplicating and Xerox, monthly)
60020	COPIES, PRINTING, BUSINESS CARDS, BROCHURES
60030	POSTAGE METER FUNDS (use for regular mail)
60032	POSTAGE (recruitment mailings only)
60040	OFFICE SUPPLIES
60050	FORMS
60070	COMPUTER SOFTWARE, SAS, SECURE ID LICENSE (External)
60140	INSTRUCTIONAL SUPPLY (teaching supplies)
60145	BOOKS, PERIODICALS, MAGAZINES, SUBSCRIPTIONS
60190	WEBBS
60200	OTHER SUPPLIES (small computer supplies and toners)
60210	PARTS & SUPPLIES (COMPUTERS)
60225	FED EXPRESS
60230	FREIGHT & SHIPPING
60250	KEY REQUISITIONS
61300	TELEPHONE LOCAL
61310	TELEPHONE LONG DISTANCE (V-Net)
61350	TELEPHONE ADDS & MOVES
61401	PARKING FEE/VALIDAT
61410	MEMBERSHIPS FEES, DUES
62000	PROFESSIONAL DEVELOPMENT
62050	REGISTRATION FEES (FAC & STAFF, Conference, Workshop and Seminar)
62100	MEETINGS EXPENSE (Meals, Refreshments) [post 7/1 use for staff meetings]
62105	CONFERENCE EXPENSE (Non-Travel)
62110	ENTERTAINMENT (Meals, alcohol [break out all alcohol expenses] , flowers, etc - Includes Entertainment of Staff Recruitment)
62111	ENTERTNMNT FAC RECRUITMENT
62114	ENTERTNMNT VISIT SPK
62115	EMPLOYEE RELATIONS, CAMPUS WIDE EVENTS (i.e., holiday party, flowers for dept members or families of, special functions)
62130	CATERING EXPENSE [post 7/1 use for clinic lunch orders]
62200	MOVING EXPENSE (Moving and relocation of Fac & Staff - cost added to their wages)
62410	RECRUITING EMPLOYEES (Staff)
62420	RECRUITING FACULTY
62600	TRAVEL STAFF (Administrative/Staff)
62610	TRAVEL FACULTY [Hotel, Food, Air-fare]
63550	EXTERNAL ATTORNEY FEES (International Workers)
63775	VISITING SPEAKER EXPENSES
63800	HONORARIUMS
63860	SITE LICENSE FEES (ITS - ACIS) (Internal SAS)
81010	MED CTR EXP CREDIT