

FREQUENTLY USED ACCOUNT CODES FOR SERVICES

<i>If you are purchasing this</i>	<i>Use Account Code</i>	<i>If you are purchasing this</i>	<i>Use Account Code</i>	<i>If you are purchasing this</i>	<i>Use Account Code</i>
Accounting Services	7A0030	Freight Delivery**	7N3040	Recitals	7A0070
Advertising - Personnel	7N3030	Freight/Delivery Only	7N3040	Records Conversion	7H0026
Advertising for Positions	7N3030	Guest Lecturers	7A0070	Recruiting Event Services	7N4009
Advertising in Magazine/Journal	7N3031	Hazardous Waste Disposal	7N3000	Reference Materials - part of Registration Fees	7N0013
Advertising in Media	7N3031	Imaging Services	7H0026	Registration Fees for Conferences	7N0013
Alterations	7N3050	Insurance Deductibles	7N0025	Registration Fees for Prospective Employees	7N0014
Answering Services	7D0001	Insurance Premiums	7N0025	Registration Fees for Prospective Employees (Grant Funds)	7B0901/ 7B1901/ 7B2901
Appraisal Services (Licensed)	7A0080	Interpreters	7N3050	Repair of Computer Equipment 7F0021	7F0021
Audiology Services	7A0050	Lab Analysis	7N3051	Repair of Computer Software	7F0001
Audit Services	7A0030	Lamination	7H0026	Repair of Fiber Optics Systems	7F0060
Background Checks	7N0090	Late Payment Fees	7N0045	Repair of Infrastructure	7F0060
Bookbinding	7H0026	Legal Services	7A0040	Repair of Maintenance Equipment	7F0051
Bottled Water Delivery	7N4006	Long Distance Phone Charges	7D0010	Repair of Office Equipment	7F0051
Bottled Water Services	7N4006	Meals/Lodging - Part of Registration Fees	7N0013	Repair of Radio Towers	7F0060
Cell and Smart Phone Services	7D0031	Mediation Services (Licensed)	7A0080	Repair of Research Equipment	7F0051
Chef Services	7N3050	Medical Treatments	7A0050	Repair Work on Vehicles	7F0055
Collection Agency Fees	7N6005	Membership Dues - Professional	7N1000	Replacement of Brakes	7F0055
Colloquiums	7A0070	Microfilche	7H0026	Reprints	7H0026
Computer Programming	7A0110	Microfilm	7H0026	Retirement Event Services	7N4001
Conferece Event Services	7N4002	Moving Services (Employee)	7N0001	Security Guards	7N3050
Copy (Color or B/W) Services	7H0026	Moving Services (Departmental)	7N3041	Seminar Presentations	7A0070
Counselors (Licensed)	7A0080	Notary Application Fee	7N0045	Shredding Services	7D0150
Custodial Services	7N3021	Nutritionists (Licensed)	7A0080	Sponsoring a Table	7N4005
Data Processing	7A0120	Officiating Athletic Event	7N6004	Subscriptions (not permanent)	7C0040
Demurrage	7N0045	Pathology Services	7A0050	Surveying Services (Licensed)	7A0080
Departmental Event Services	7N4003	Photography	7N3050	Temp Employment Agency Services	7N3010
Dieticians (Licensed)	7A0080	Physical Therapists	7A0050	Temporary Staff Services	7N3010
Distinguished Artists	7A0070	Postage & Postal Services	7C0001	Testing Services	7N3051
Drug Testing	7A0050	Preventive Maintenance for Vehicles	7F0055	Tire Rotations	7F0055
Dry Cleaning	7N3020	Printing of Articles/Books Programs	7H0001	Training Expenses - Nonemployees	7N2020
Engineering Services (Licensed)	7A0090	Printing of Blueprints	7H0026	Training On Campus for Employees	7A0021
Engraving	7N3050	Printing of Business Cards	7H0026	Veterinarian Services	7A0060
Exterminators	7N3050	Printing of Tickets	7H0026	Waste Disposal	7D0151
Flowers to Individuals	7N6022	Promotional Items (customization)	7N6009	Water Softening Services	7D0141
Framing	7N3050			Web Design	7A0110
				Web Hosting	7A0110
		<i>If you are purchasing this and is Less than \$100,000</i>	<i>Use this Account Code</i>	<i>If you are purchasing this and is greater than \$100,000</i>	<i>Use this Account Code</i>
		Repair work to a building (not to improve	7F1010	Repair work to a building (not to improve	7J0146
		Install "Like-Type" Carpet/Tile	7F1010	Install "Like-Type" Carpet/Tile	7J0146
		Install "Like-Type" Draperies/Blinds	7F1010	Install "Like-Type" Draperies/Blinds	7J0146
		"Like-Type" Painting Services on University Building	7F1010	"Like-Type" Painting Services on University Building	7J0146
		Roof Repair Work "Like-Type"	7F1010	Roof Repair Work "Like-Type"	7J0114
		Repairs to Water Wells	7F1030	Repairs to Water Wells	7J0114
		Park Maintenance	7F1030	Park Maintenance	7J0114
		Tree Surgery	7F1030	Tree Surgery	7J0114
		Repair Work to a Leased Building (not to improve	7F1040	Repair Work to a Leased Building (not to improve	7J0170
		Install "Like-Type" Carpet/Tile in a Leased Building	7F1040	Install "Like-Type" Carpet/Tile in a Leased Building	7J0170
		Install "Like-Type" Draperies/Blinds in a Leased Building	7F1040	Install "Like-Type" Draperies/Blinds in a Leased Building	7J0170
		"Like-Type" Painting Services on Leased Building	7F1040	"Like-Type" Painting Services on Leased Building	7J0170
				Landscaping	7J0012
		Architectural Services	7A0090	Architectural Services	7J0013
		Engineering Services	7A0090	Engineering Services	7J0013

**Freight should be coded the same code as the commodity on the purchase