

BANNER ACCOUNT NUMBERS

- 6000 - **Salaries Pool**
- 6100 - **Fringe Benefits Pool**
- 7000 - **Supplies** - This includes **ALL** supplies (office, maintenance, other, etc.).
- 7005 - **Printing** - **ALL** printing and copying: on-campus duplicating and distributed copiers; off-campus printing done by vendors and copies made at office supply stores.
- 7010 - **Educational Supplies** – Books and items that are used in teaching and in labs.
- 7015 - **Equipment Under \$5,000** – **ALL** equipment, furniture, computers, printers, computer-related hardware and software under \$5,000 per item.
- 7020 - **Purchase Card Clearing** – Purchases made with the UPC will be charged to this account until the log is sent to Purchasing to be processed.
- 7200 - **Catering & Official Reception** – **ALL** food purchases, whether it is through Sodexo or an off-campus vendor.
- 7202 - **Bank Services** – This is only for departments that use banking services, such as the Bursar's Office and General University.
- 7206 - **Professional Services** – Professional consulting, legal services, auditing, medical services, architect and engineering services, etc.
- 7210 - **Licenses/Registration Fees** – This includes site licenses, fees necessary to operate the radio station, and fees paid to the state for inspections, etc.
- 7212 - **Staff Training & Development** – Expenses involved with staff training, such as registration fees, traveling costs involved with the training, and related educational materials.
- 7214 - **Honorarium/Stipends** – This is for paying non-employee workshop leaders, coordinators, people who contribute to the workshop or function, and participants of a workshop.
- 7216 - **Travel** – **ALL** travel, whether it is local or conference travel, for employees and prospective employees. It includes hotels, food expenses, transportation expenses and conference fees.
- 7218 - **Telephone** – All telephone-related costs.
- 7220 - **Cable/Television** – This is used by University Housing for cable TV for the dorms, etc.
- 7222 - **Moving/Relocation** - This is to reimburse new employees for costs involved in moving/relocating to this area.
- 7224 - **Postage** - All mail being sent from campus. It includes buying stamps, UPS, FEDEX and other courier services.

- 7226 - **Insurance** - Insurance charges (excluding life insurance and health benefits insurance).
Includes fire, casualty, boiler and other types of insurance.
- 7228 - **Contracted Service** – This is to be used when you have a contract with a vendor, such as trash removal, exterminating, inspections, etc.
- 7230 - **Advertising** – Advertising in newspapers, magazines, printed programs, etc.
- 7232 - **Subscriptions/Memberships** – All subscriptions and memberships are charged to this account.
- 7234 - **Other Services** – This is for services not covered by the accounts listed above.
- 7300 - **Repairs** – This covers all repairs, including office equipment, maintenance vehicles, lab equipment, and building repairs.
- 7310 - **Rental Expense** – This covers all rentals, including rooms or buildings, rental of equipment, rental of vehicles when not used as part of travel expenses.
- 7400 - **Reserve Allocation** – This is for funds to be held aside from available budget funds; funds are transferred into and out of this account. **Reqs, mdvs, and travel documents do not get charged to this account.**
- 7420 - **Workmens Compensation**
- 7430 - **Claims** – Payments of legal claims against the university.
- 7450 - **SGA Program Expenses** – **ALL** SGA non-salary expenses are charged to this account supplies, travel, entertainment of students, etc.
- 7460 - **SBR accounts, Career Development accounts, and Professional Development accounts** – **ALL** non-salary expenses are charged to this account: supplies, travel expenses, etc.
- 7500 - **Tuition & Fee Expenses** – This is for tuition expenses for graduate assistants.
- 7645 - **Equipment and Software Over \$5,000** – **ALL** equipment, furniture, computers, printers, computer-related hardware and software \$5,000 or more per item.
- 7860 - **Indirect Costs** – Indirect costs charged to self-funded programs and grants.
- 7864 - **Cost Sharing** – This account is for cost sharing between departments and special programs and/or grants.