

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, 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. 09/3/08
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.
7238	-	Legal Fees	

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.