

## FREQUENTLY USED SUB CODES/ACCOUNT CODES

*To search – select edit and find from the toolbar above, type in the item you want to search for - for example, travel - click on find next as each one comes up until you find the one you need.*

<b>Old Sub Code</b>	<b>Account Description</b>	<b>PS Account Number</b>
8920	Journals, serials and other periodicals – distributed on a repetitive basis on any medium which is retained permanently	58901
8910	A single manuscript text which is permanently retained – books	58900
7543	Student Recruiting – Travel expenses while recruiting students	56126
7521	Foreign Travel – All travel expenses to countries outside the United States, its possessions (not including Canada and Mexico), regardless of type of funds or method of payment.	56118
7518	Out of State Public Transportation – Employee. Reimbursement for air, rail, bus, rental vehicle, taxi, shuttles, limousine expenses paid out of pocket for trip out of state	56115
7517	Centrally billed air, rail, bus, vehicle rental, taxi, limousine, expenses for trip out of state paid directly to transportation provider, travel agency, or the contracted credit card company	56114
7516	Out-of-state per diem – meals (no receipts required) and lodging (receipts required) not to exceed locality based maximums for out of state trips (for all state funds).	56113
7515	Out-of-state Incidentals – hotel occupancy taxes, copying, rental car gas, tolls, <b>business</b> phone, parking, etc.	56112
7514	Out-of-state actual out-of-pocket meal and lodging for overnight out-of-state trips. All receipts required.	56111
	Out-Of-State Non-Overnight Meals	56110
7512	Out-of-State mileage – use of personal vehicle on out-of-state travel by multiplying the approved rate per mile times miles driven	56109
	Texas Non-Overnight Meals	56106
7506	Texas Per Diem – Meals and Lodging – Reimbursement for meals (no receipts required) and lodging (receipt req'd) within maximum dollar limitations on trips with Texas destinations. Not to include occupancy tax, telephone calls, or hotel services.	56105
7504	Texas actual meals and lodging – actual out-of-pocket meal and lodging for overnight trips	56103

Old Sub Code	Account Description	PS Account Number
	in Texas – all receipts required. Use for all centrally billed room and tax on local funds. Not used on State Funds.	
7505	Texas Incidentals – Miscellaneous expenses while traveling to Texas destinations including charges for hotel occupancy taxes, copying, rental car gasoline, tolls, business telephone, parking, etc.	56104
7502	Texas mileage – Texas destinations – approved rate per mile times miles driven by personal vehicle on trips to Texas destinations. Rate covers all vehicle operational costs and no additional gasoline expenses or other operational supplies can be claimed.	56102
7501	Reimbursement to traveler for air, rail, bus, rental vehicle, taxi, shuttles, limousine expense paid out of pocket for trip to a Texas destination	56101
7500	Rental vehicles – Centrally billed air, rail, bus, rental vehicle, taxi and limousine for trip to Texas destinations paid directly to the transportation provider, travel agency or the contracted credit card company	56100
	Travel – Central Billed – Enterprise	56000
5650	Fare for In-House Business Meetings – Non-catered food and beverages (including coffee service) for business meetings within the UHV community <i>(6/11/03: To be used when food is brought on-campus for any business meeting)</i>	55108
5610	University Hosted Special Events – Costs of activities, events, luncheons and receptions associated with the educational, research, artistic, service, internal support missions of UHV that may include food, but most not be entertainment or promotional. Uses would include costs for faculty/staff/student, recruitment events, costs associated with employee awards, but not donor or external awards. <i>(6/11/03: To be used for events like the university-wide birthday party)</i>	55101

Old Sub Code	Account Description	PS Account Number
5550	Business Meals – dining expenses/meal reimbursement for business meeting directly supporting UHV’s objectives and goals. Statement of purpose of the discussion and benefit to the university, a listing of the attendees and the time and place of the meal. Uses may include faculty/staff/student recruiting, but not fund raising or promotion. <i>(6/11/03: To be used for business meals in a restaurant)</i>	54905
5510	Registration fees for participation, attendance or presentation of papers in training seminars, workshops, or conferences	54901
	Tuition-Employee Training	54900
	Other Employee Allowance	54813
5380	Stipends – For education or training where no services are required as an expressed or implied condition of payment	54812
5211	Membership Dues – Academic and Business – Professional Organizations	54803
5210	Membership Dues – Social, Civic or Community – Paid to social, dining, civic or community organizations. Must state benefit to University	54802
	Notary and Surety Bonds	54717
4890	Tools, furnishings, equipment – small stamps, furniture less than \$1000.00, expendable furnishings used in classrooms and offices such as staplers, tape dispensers, brooms, safety shoes	54361
4875	Computer parts, furnishings and equipment – costing less than \$500 with useful life of less than one year (expensed)	54359
4870	Computer equipment – Expensed	54358
4843	Telecommunication Equipment – State Controlled Assets – Fax machines and cellular telephones costing from \$500 to \$999.99	54356
4842	Computer Equipment – State Controlled Assets – Microcomputers and printers costing from \$500 to \$999.99	54355
4841	Equipment-State Controlled Assets – All stereo systems, cameras, video cameras, video recorder/players, camcorders, television/vcr combinations, television sets, video cassette recorders and other items costing from \$500 to \$999.99	54354

Old Sub Code	Account Description	PS Account Number
4700	Cleaning and custodial supplies – Soap, toilet paper, cleaning solutions	54300
4070	Computer software – less than \$1000	53914
4064	Tapes – Audio/Video – VHS tapes, cassette tapes – blank tapes	53913
4062	Fax paper, phone receivers, cable, cords, jacks	53912
4060	Computer consumable supplies – CD's, Printer Cartridges	53911
4042	Retained books and reference materials	53907
4040	Subscriptions/Books academic and business – not permanently retained. Technical and professional published materials such as books, magazines, newspapers, journals, periodicals, tapes, except capitalized material in university libraries	53905
4030	Photographic and micrographic supplies – purchase of film, printing, processing, purchase of photos	53904
4010	Research and teaching supplies – goods purchased for use in research facilities, classroom, seminars and laboratories to be consumed within the year	53902
4005	Bottled water, does not include rental of water dispenser	53901
4000	Office Supplies – Goods purchased for administrative use to be consumed within the year <u>except</u> telecommunications supplies (fax paper), shop supplies, audio/video tapes, computer software and bottled water	53900
3980	Miscellaneous fees – Inspections fees, service charges, customs fees, various services, student background checks – Region III	53821
3485	Recruiting students – expenses other than travel expenses, incurred while recruiting students	53114
3441	Tickets, Cultural, Athletic, Community Events – Tickets to cultural, athletic or social events to further UHV's objectives in recruiting, fund raising, promotion, etc.	53112
3430	Promotional Special Events – Costs of food, supplies, etc for social or community events hosted by UHV primarily for purposes of promoting UHV not essential to sponsored project or directly related to academic mission – catering events – SNAP Retreat <i>(6/11/03: To be used for entertainment purposes)</i>	53110

Old Sub Code	Account Description	PS Account Number
3422	Advertisement, Promotion/Public Relations Public Information – Publicize or distribute information to the general public about the university, its components & their operations	53109
3410	Advertising – Student recruitment advertising in any media	53105
3402	Advertising – excess employee recruiting – classified ads in specialized media markets, such as professional publications to recruit applicants for employee positions	53102
3401	Advertising – employee recruiting – normal advertising on radio, television, publications to recruit applicants for employee positions	53101
3400	Advertising – General – Classified advertising for other than recruiting, procurement, public relations or promotion	53100
3380	Freight/Transportation – Fed Ex	52811
3350	Dedicated data circuits – fax line charges	52810
3330	Telephone – long distance	52807
3320	Telephone services – monthly phone charges	52803
	Postage – Reallocation	52802
	Mailing Services	52801
3310	Stamps, P O Box Rentals, Postal Services	52800
3150	Publications, programs, manuals, catalogs – costs of designing, producing and printing original educational, instructional or informational material	52505
3100	Off-campus academic printing/copying – Printline – Includes business cards, forms, envelopes printed with a return address, blueprints, cards or napkins with additional printing and laminating. This could include vendor changes from Printline	52500
3095	Lecturers and artists – guest lecturers, speakers, presenting lecturers	52404
3081	Employee Training Services (contract services) – In-house training of university employees by non-employees	52400
	Data Processing Services	52217
3055	Food Services – Promotional catering for special events – catering where caterer delivers and serves good for promotional or fund raising event	52215
3050	Food Services – Non promotional catering for special events – catering of food where caterer delivers and serves food for events closely allied to teaching, research and academic mission.	52214
3030	Temporary personnel services	52209

<b>Old Sub Code</b>	<b>Account Description</b>	<b>PS Account Number</b>
	Maintenance and Operations	52000
	State Match FICA – FD2	51115
	State Paid Retirement Match TRS	51111
	State Match FICA	51109
	State Match Medicare	51108
	Vacation Expense	51107
	Unemployment Comp Insurance Contribution	51103
	Workman’s Comp Contribution	51102
	FICA Cont. Matching	51101
	Fringe Benefits	51100
	Scholarships and Stipends	50118
	Overtime	50111
	Student Workers	50108
	Clerical & Tec < 1.00 FTE	50107
	Clerical & Tec = 1.00 FTE	50106
	P/A < 1.00 FTE	50105
	P/A = 1.00 FTE	50104
	Faculty < 1.00 FTE	50103
	Faculty = 1.00 FTE	50102
	Salary and Wages	50100
	Workman Comp Benefit	21134
	Other Deductions	21133
	Retirement Benefit TRS	21132
	Employer Medicare Tax Liability	21131
	TRS Deduction	21121
	Payroll Deduction Life Insurance	21119
	Payroll Deduction Hospital Insurance	21117
	Payroll Deduction FICA	21113
	Payroll Deduction Federal Income Tax	21112
	Employee Medicare Tax Deduction	21107
	Payroll Clear – Local	21103
	Payroll Clear-State	21100
	Reserve for Encumbrances	20999
	L5-Maintenance and Operations	B5025
	L5-Travel	B5020
	L5-Fringe Benefits	B5018
	L5-Salary and Wages	B5017
	L4-Maintenance and Operations	B5015
	L4-Travel	B5014
	L4-Fringe Benefits	B5012
	L4-Salary and Wages	B5011
	L3-Maintenance and Operations	B5009
	L3-Fringe Benefits	B5007
	L3-Salary and Wages	B5006
	L2-Maintenance and Operations	B5004
	L2-Fringe Benefits	B5003
	L2-Salary and Wages	B5002