

Object Code Dictionary 2019-2020

513700- Dues & Memberships- Required payments made for subscriptions or affiliation/membership to a professional organizations (e.g. annual accreditation fee, professional license fee, certification fee).

****514200- Equipment –** Purchases under \$5,000 (per item) of tangible equipment and furniture expected to last greater than 1 year (e.g. tools, furniture, machinery). Items over \$5,000 must be requested as a capital expenditure request.

****514400- Athletic Equipment – ONLY USED BY ATHLETIC TEAMS -** Purchases under \$5,000 (per item) of tangible equipment and furniture expected to last greater than 1 year (e.g. uniforms, tools, furniture, machinery).

515000- Food/Room- Cumberland/Pioneer- Any locally purchases food or hotel-related service such as Pioneer, Cumberland Inn, or any local service used to serve business-related visitors

525500- Postage Expense – Applies **ONLY** to the following departments: Alumni, Development, Post Office, Online, Admissions, and International Graduate Admissions. Any shipment or postage expense including internal fees from the Campus Post office

526200- Printed Materials – Applies **ONLY** to Music, Admissions, Marketing and Communications. Any outside printing jobs for programs, brochures, booklets, and other advertising material.

526300- Printing/Duplication - Applies to **ONLY** the following Departments: Lifelong Learning, Online, Student Services, Student Newspaper, Admissions, International Graduate Services, Presidents Office, Alumni, and Development. Any copier or printing expense incurred by Campus Post Office or outside printing vendor. (e.g. exam copies, business cards, letter head, printed forms)

533500-Services- Other/General- General services that are obtained by an outside vendor (e.g. service/maintenance contracts, repairs, leases, installations, background checks)

532500- Services-Professional- Any legal or consultation service provided by a professional individual or firm (e.g. attorneys, architects, professional consultants, accountants).

534000- Stipends- Direct casual labor expense paid to an individual that is not on our payroll, which also includes honorariums (e.g. guest speakers/honorariums, referees, student dorm hosting, student shuttle drivers). Individuals receiving stipends payments must provide a Social Security number (to include on w-9 form) and must not be in the University's payroll system. Amounts exceeding \$600 per year are reported to the IRS on a 1099 misc. report.

536000- Supplies- Office- Routine office supplies and materials (e.g. pens, pencils, binders, paper, toner)

538000-Travel-Academics- All Academic travel related expenses. Examples include: Airfare, parking, hotels, meals, conference fees, etc. Personal vehicle mileage is reimbursed at \$.40 per mile and meal allowance is \$7 per meal, per person including students. Academic recruitment should be charged to travel recruitment (528600)

539000- Athletics Travel- All Athletic travel related expenses. Examples include: Airfare, parking, hotels, meals, conference fees, etc. Personal vehicle mileage is reimbursed at \$.40 per mile and meal allowance is \$7 per meal, per person including students.

540000- Travel – Recruitment- All Athletic travel related expenses. Examples include: Airfare, parking, hotels, meals, conference fees, etc. Personal vehicle mileage is reimbursed at \$.40 per mile and meal allowance is \$7 per meal, per person including students. Academic recruiting should be charges to travel (542500)

Technology Expenses- All technology expenses must be approved and ordered by the Information Technology Department. Examples include: Software, licenses, software maintenance, backup devices, scanners, printers, flash drives, white boards, lecterns, etc.

Capital Requests- Any addition that increases the value of the property or equipment by \$2,500 or more. These requests for Capital should not be included in your departmental budget. Requests for facility improvements must be submitted on a capital request form and submitted to the Operations Office.