# D. Chart of Accounts for Operating Ledger – Expenditure Codes

FO<u>A</u>PAL Fund – Organization – <u>Account</u> – Program – Activity – Location

# Expenditure Account Categories

Account Code	<u>Categories</u>
601XXX	<u><b>Personal Services</b></u> : Expenses for salaries, wages, and related employee benefits for all persons employed.
702XXX	<u><b>Travel</b></u> : Expenses that include disbursements to employees and Board Members as reimbursements for use of personal automobiles, subsistence allowances, miscellaneous travel expense, and common carrier fares.
703XXX	<b>Operating Services</b> : Expenses for services other than Personal Services and Professional Services required of the University in the administration of its assigned functions. Such services may be provided by some agency of the State or by private business organizations.
704XXX	<b>Supplies</b> : Includes articles and commodities which are consumed or materially altered when used.
705XXX	<b>Professional Services</b> : Expenses peculiar to an agency and not otherwise chargeable to other expenditures.
706XXX	<b>Other Charges</b> : Expenditures peculiar to an agency and not otherwise chargeable to other expenditures.
707XXX	<u>Capital Outlays</u> : Expenditures which result in acquisitions of, additions to, replacement of, or major repairs to fixed assets which will benefit current and future fiscal periods. These accounts are not to include cost of service contracts. Service contracts are handled in Maintenance of Property and Equipment. (Depreciation Codes are 707701 - 707710).
70XXXX	<b><u>Debt Services</u></b> : Represents outlays for benefits received form agency indebtedness. These benefits may be received in prior, current, or future fiscal periods. Outlays would be in the form of debt principal payments, periodic interest payments, and other debt cost.
80XXXX	<u>Interagency Transfers</u> : Transfers of funds from one agency to another agency. The purchase of goods or services from a "Revolving Fund" are not Interagency Transfers.

## **Expenditure Account Summaries**

## **Personal Services**

Unclassified Salaries	[601001-601099]
Classified Salaries	[601100-601199]
Salaries	[601001-601199]
Overtime	[601200-601299]
Termination	[601300-601399]
Regular Salaries	[601001-601399]
Wages of Labor	[601400-601499]
Student Labor	[601500-601599]
Vehicle Allowance	[601600-601699]
Other Compensation	[601400-601699]
Retirement Contributions	[601700-601799]
Other Contributions	[601800-601899]
Related Benefits	[601700-601899]
Attrition	[601900-601999]
Personal Services	[601000-601999]

## **Operating Expenses**

## Travel

Administrative – I/S Conferences – I/S Athletic – I/S Board – I/S *Instate Travel* Administrative – O/S Conferences – O/S Athletic – O/S Board – O/S *Out of State Travel* 

## Travel

## **Operating Services**

Advertising	[703001-703099]
Printing	[703100-703199]
Insurance	[703200-703299]
Maintenance of Property & Equipment	[703300-703399]
Rentals	[703400-703499]
Dues and Subscription	[703500-703599]
Postage and Delivery	[703600-703699]
Telephone	[703700-703799]
Utilities	[703800-703899]
Other Operating Services	[703900-703999]
Operating Services	[703000-703999]

[702001-702099] [702100-702199] [702300-702399] [702400-702499] [702501-702499] [702501-702599] [702600-702699] [702700-702899] [702900-702999] [702500-702999] [702000-702999]

## Supplies

Office Supplies	[704001-704099]
Medical and Dental	[704100-704199]
Food	[704200-704299]
Automotive	[704300-704399]
Other Operating Supplies	[704400-704599]
Repair & Maintenance Supplies	[704600-704799]
Stores	[704800-704999]
Operating Supplies	[704100-704999]
Supplies	[704000-704999]
<b>Operating Expenses (Travel, Operating Services, &amp; Supplies)</b>	[702000-704999]
Professional Services	
Accounting & Auditing	[705001-705099]
Management Consulting	[705100-705199]
Engineering & Architectural	[705200-705299]
Legal	[705300-705399]
Medical	[705400-705499]
Veterinary	[705500-705599]
Other Professional Services	[705600-705899]
Professional Travel	[705900-705999]
<b>Professional Services</b>	<b>[705000-705999]</b>
Other Charges	
Reserved	[706001-706299]
Business Charges	[706300-706599]
Student Aid	[706600-706699]
Loans & Other Aid Costs	[706700-706899]
Other Miscellaneous	[706900-706999]
Other Charges	<b>[706300-706999]</b>
Capital Outlay	
Land	[707001-707099]
Building	[707100-707199]
Machinery and Equipment	[707200-707399]
Library Reference Material	[707400-707499]
Acquisitions	[707001-707499]
Land Improvements	[707500-707599]
Building	[707600-707699]
Machinery and Equipment	[707700-707899]
Major Repairs	[707500-707899]
Capital Outlay	[ <b>707000-707899]</b>

## Capital Outlay

Depreciation

# Depreciation

[707900-707999]

### **Debt Service**

Principal Interest Reserve Requirement Related Charges Debt Service

**Total Support Costs** 

**Interagency Transfer** 

Transfer of Funds Interagency Transfer

### **Fund Additions/Fund Deductions**

Fund Additions Fund Deductions **Fund Additions/Fund Deductions**  [708001-708010] [708011-708199] [708200-708299] [708300-708999] **[708000-708999]** 

[702000-708999]

[809000-809999] [**809000-809999**]

[910000-959000] [960000-969999] [**910000-969999**]

# Expenditure Account Codes

Account Code	Definition
PERSONAL SERVICES	

<u>Salaries</u>: Expense for salaried employees, does not include related employee benefits and other compensation. <u>Regular</u>: Salaries paid to full-time or part-time employees hired on a continuing basis. Includes classified and unclassified employees' salaries, overtime and termination pay.

<u>Unclassified</u>: Includes all personnel that are not Classified Civil Service employees hired part-time or full-time. Includes Faculty, Academic and Non-Academic Administrative Officers, Professional Staff, Adjunct Instructors, Summer Faculty, Extra Services payments and Graduate Assistants.

#### 9/10 Month Faculty

7/10 Month Faculty	
601000	Personal Services – Budget ONLY
601011	9/10 Month Instructional Faculty: Defined by the Board of Regents as; in the undergraduate area,
	one FTE is equal to each twelve (12) semester credit hours taught; in the graduate area, one FTE is
	equal to each nine (9) semester credit hours taught.
601014	9/10 Month Other - Faculty: Includes all other Faculty (employees with faculty rank) not defined as
	instruction, research or administrative faculty. This category includes: librarians holding faculty
	rank; any other faculty holding faculty rank not covered by any of the above 1011, 1012, and 1013.
<b><u>12 Month Faculty</u></b>	
601031	<u>12/11 Month Instructional - Faculty</u> : Instructional staff employed full-time for the entire year
	whose major regular assignment is instruction. See Nine/Ten (9/10) Month Instructional - Faculty
	for allocation bases.
601033	12/11 Month Administrative - Faculty: Administrative faculty employed full-time for the entire year
	whose assignments require primary (and major) responsibility for management of the institution, or
	a customarily recognized department or subdivision thereof. Assignments require the performance
	of work directly related to management policies or general business operations. See Nine/Ten (9/10)
	Month Administrative - Faculty for allocation basis.
601034	<u>12/11 Month Other - Faculty</u> : Includes all other twelve/eleven (12/11) month faculty not defined as
	instruction, research or administrative faculty.
<u>Summer Faculty</u>	
601041	Summer Faculty: Instructional faculty hired on a summer basis.
601042	<u>Summer Faculty Internet</u> : Administrative or other non-teaching faculty or non-faculty hired on a
001012	summer basis.

### Adjunct Faculty/Instructors

601050	Adjunct Instruction: Part-time temporary instructors hired on a load basis and paid on the last
	working day of the month.
601051	Adjunct Internet: Part-time temporary adjunct instructors hired on a load basis rather than a course
	basis and paid on the last working day of the month.
601052	Adjunct Summer: Part-time temporary instructors hired on a summer basis.

### Non-Credit Presenters

601053	Non-Credit Presenter: Part-time temporary noncredit hour presenters/instructors hired on an
	irregular basis.

#### **Extra Services**

601060	Extra Services - Instruction: Payment for the performance of "extra duties" for teaching activities on
	a credit basis.
601062	Extra Services - Other: Payment for the performance of "extra duties" which do not involve teaching
	activities on a credit or noncredit basis.

### **Cooperating/Supervising Teacher**

601076 <u>Supervising Teachers</u>: Stipends paid to NSU Laboratory School teachers.

Account Code	Definition
<u>Graduate Assistants</u> 601084	<u>Graduate Assistant</u> : Graduate Assistants employed to assist instruction, research, e-laboratories, or in related areas of administration.
Other Unclassified 601090	<u><math>12/11/10</math> Month Unclassified</u> : A member of college or university personnel, non-faculty, hired on a $12/11/10$ month basis whose job responsibilities are considered professional and therefore not classified.
601094	<u>Foundation Supplement</u> : Payments made through NSU Foundation for supplements to income, including housing, cell phones, and vehicle allowances.
601095	Salary Contingency: Salary contingency allocation. (Business Office Use Only).
Classified: Includes a 601110	all personnel whose job is classified in accordance with State Civil Service Commission. <u>Classified</u> : Full-time and part-time classified employee hired on a continuing basis.
<b>Overtime</b> : 601210	<u>Overtime 1.5 – Classified</u> : Payment to full-time or part-time classified employees hired on a
601211	continuing basis at time and one half of the employees' regular hourly rate for duties performed in excess of regular working hours, in accordance with Civil Service regulations and FLSA. <u>Overtime 1.0 – Classified</u> : Payment to full-time or part-time classified employees hired on a continuing basis at the employees' regular hourly rate for duties performed outside of regular work
601220	hours, in accordance with Civil Service regulations and FLSA. <u>Overtime 1.5 – Unclassified</u> : Payment to full-time or part-time unclassified employees hired on a continuing basis at time and one half of the employees' regular hourly rate for duties performed in
601221	excess of regular working hours, in accordance with FLSA. <u>Overtime 1.0 – Unclassified</u> : Payment to full-time or part-time unclassified employees hired on a continuing basis at the employees' regular hourly rate for duties performed outside of regular work hours, in accordance with FLSA.
	ermination payment made to a full-time or part-time employee hired on a continuing basis. Includes
601310	ed and unclassified employees. <u>Termination Pay – Annual Leave</u> : Payment for up to 300 hours of annual leave accrued while
601320	employed and paid at the time of termination or retirement. <u>Termination Pay – Sick Leave</u> : Payment for up to 200 hours of sick leave accrued while employed and paid at the time of retirement. (Includes compensation of faculty and non-faculty).
Other Compensation	1: Compensation made to employees hired on an irregular, seasonal basis.
<u>Wages of Labor</u> : Pa 601410	yments to a casual, seasonal, or temporary employee hired on an irregular basis. <u>Wages of Labor</u> : Compensation for non-student employees appointed for less than 180 consecutive days, single or multiple appointments, in accordance with Civil Service regulations.
	npensation for students hired as student labor, not wages of labor.
601510	<u>Student Labor – Regular</u> : Compensation for student labor not employed under the College Work Study Program.
601520	<u>Student Labor – College Work Study</u> : Compensation for student labor employed on campus under the College Work Study Program.
601530	<u>Student Labor – College Work Study Community Service</u> : Compensation for student labor employed in off-campus community service jobs under the Federal College Work Study Program.
601540	<u>Student Labor – Differential Pay</u> : Compensation for Student labor not employed under the College Work Study Program, and for which a differential rate of pay is given.
	Allowance for vehicle use.
601611	Vehicle Allowance
Related Benefits: En	nployer's contribution for retirement benefits, group insurance, etc.

tirement Conti	ributions: Employer's contribution to retirement plans.
601710	State Employees Retirement Contribution: Employer's contribution for retirement of a state
	employee under the "State Employees' Retirement System", other than school employees, teachers
	school lunch employees, and other covered under special retirement plans or social security.
601720	Teachers' Retirement Contribution: Employer's contribution for retirement of a teacher in the "Stat
	Teachers' Retirement System". Note: Does not include teachers in certain universities and other
	institutions having special retirement system of their own.
601721	ORP Contribution: Employer's contribution for retirement in the Optional Retirement Plan
601722	K12 Contribution: Employer's contribution for retirement in the K12 Retirement Plan
601730	FICA Tax: Employer's contribution for FICA.
601740	Medicare Tax: Employer's contribution for Medicate Tax.
her Contributi	ons: Employer's contribution to other than retirement plans.
601810	Unemployment Benefits: Agency assessment for state self-insurance to pay unemployment benefit
oup Insurance	
601821	<ul> <li><u>Health Insurance</u>: Employer's contribution to employee group health insurance.</li> </ul>
601822	<u>Life Insurance</u> : Employer's contribution to employee group life insurance.
601822	<u>Retirees' Group Health Insurance</u> : Employer's contribution to retirees' group health insurance.
601825	Retirees' Group Life Insurance: Employer's contribution to retirees' group life insurance.
001020	rearces Group Ene insurance. Employer's contribution to retirees group me insurance.
	Dependent Fee Exemption:
601898	Benefits Contingency: Benefits contingency allocation. (Business Office Use Only).
	al Services Savings.
601910	Attrition - Classified: The estimated Personal Services not expended because of attrition. (Busines
	Office Use Only).
601911	Attrition 9 Month Faculty: The estimated Personal Services not expended because of attrition.
	(Business Office Use Only).
601913	<u>Attrition 11/12 Month Faculty</u> : The estimated Personal Services not expended because of attrition. (Business Office Use Only).
601919	<u>Attrition – Unclassified:</u> The estimated Personal Services not expended because of attrition.
001919	(Business Office Use Only).
601932	<u>Attrition – Overtime</u> : The estimated Personal Services not expended because of attrition. (Business
001902	Office Use Only).
601933	<u>Attrition – Term Pay</u> : The estimated Personal Services not expended because of attrition. (Busines
001/00	Office Use Only).
601941	Attrition – Summer Faculty: The estimated Personal Services not expended because of attrition.
	(Business Office Use Only).
601942	Attrition – Other: The estimated Personal Services not expended because of attrition. (Business
	Office Use Only).
601944	<u>Attrition – Wages</u> : The estimated Personal Services not expended because of attrition. (Business
	Office Use Only).
601945	<u>Attrition – Student Labor</u> : The estimated Personal Services not expended because of attrition.
	(Business Office Use Only).
601948	<u>Attrition – Graduate Assistants</u> : The estimated Personal Services not expended because of attrition
-	(Business Office Use Only).
601950	<u>Attrition – State Employees Retirement</u> : The estimated Personal Services not expended because of
•	attrition. (Business Office Use Only).
601951	<u>Attrition – Other Benefits:</u> The estimated Personal Services not expended because of attrition.
	(Business Office Use Only).
601952	<u>Attrition – Teacher Retirement</u> : The estimated Personal Services not expended because of attrition
·····	(Business Office Use Only).
601953	<u>Attrition – FICA</u> : The estimated Personal Services not expended because of attrition. (Business
	Office Use Only).
601954	
601954	<u>Attrition – Medicare</u> : The estimated Personal Services not expended because of attrition. (Business Office Use Only).

601961         Attrition – Life Insurance           Travel:         702010         Administrative — L/S: Travel expenses for travel within the borders of Louisiana for the University President and Vice-Presidents. (Not to include conference and convention expenses)           702110         Conferences — L/S: Travel expenses for travel within the borders of Louisiana incurred by all state employees attending conferences, conventions, schools, seminars, training courses, etc.           702210         Field Travel — L/S: Travel expenses for travel outside the borders of Louisiana incurred by University president and Vice-Presidents. (Not to include conference and convention expenses)           702510         Administrative — L/S: Travel expenses for travel outside the borders of Louisiana incurred by University President and Vice-Presidents. (Not to include conference and convention expenses)           702610         Eided Travel — D/S: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.           702700         Field Travel: Travel expenses for travel outside the borders of Louisiana.           702310         Athletic Travel: Travel expenses for travel outside the borders of Louisiana.           702310         Athletic Travel: L/S: Staff travel for other than recruiting within the borders of Louisiana.           702310         Athletic - Recruiting - Staff — L/S: Staff travel for the purpose of recruiting within the borders of Louisiana.           702310         Athletic - Recruiting - Staff — O/S: Staff travel for the purpose of recruiting outside the borders of	Account Code	Definition
Travel:         Travel           702010         Administrative		
702010       Administrative_m_S: Travel expenses for travel within the borders of Louisiana for the University President and Vice-Presidents. (Not to include conference and convention expenses).         702110       Conferences		
702010       Administrative_m_S: Travel expenses for travel within the borders of Louisiana for the University President and Vice-Presidents. (Not to include conference and convention expenses).         702110       Conferences	Travel:	
<ul> <li>202110 Conferences — JS: Travel expenses for travel within the borders of Louisiana incurred by all state employees attending conferences, conventions, schools, seminars, training courses, etc.</li> <li>20210 Field Travel — JS: Travel expenses for travel outside the borders of Louisiana incurred by university employees or prospective employees.</li> <li>202610 Conferences — OS: Travel expenses for travel outside the borders of Louisiana incurred by university President and Vice-Presidents. (Not to include conference and convention expenses)</li> <li>202610 Conferences — OS: Travel expenses for travel outside the borders of Louisiana incurred by university President and Vice-Presidents. (Not to include conference and convention expenses)</li> <li>202710 Field Travel — OS: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.</li> <li>202720 International Travel: Travel expenses for travel outside the borders of Louisiana.</li> <li>202310 Athletic - Staff — JS: Staff travel for other than recruiting within the borders of Louisiana.</li> <li>202310 Athletic - Recruiting - Prospect — JS: Prospect travel for purposes of recruiting within the borders of Louisiana.</li> <li>20230 Athletic - Recruiting - Prospect — JS: Prospect travel for purposes of recruiting outside the border of Louisiana.</li> <li>20280 Athletic - Recruiting - Staff — OS: Staff travel for other than recruiting outside the borders of Louisiana.</li> <li>20280 Athletic - Recruiting - Staff — OS: Staff travel for purpose of recruiting outside the border of Louisiana.</li> <li>20280 Athletic - Recruiting - Staff — OS: Staff travel for purpose of recruiting outside the border of Louisiana.</li> <li>20280 Athletic - Recruiting - Control: University Printing Collections for University Printing requisition (credit) <u>Crediting - Expenses for advertising space in newspapers and periodicals, television and radio commercials, promotion</u></li></ul>		
702210       Field Travel ——DS: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.         702510       Administrative ——O/S: Travel expenses for travel outside the borders of Louisiana incurred by University President and Vice-Presidents. (No to include conference and converted by all state employees attending conferences, conventions, schools, seminars, training ourses, etc.         702710       Field Travel — O/S: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.         702720       International Travel: Travel expenses for travel outside the borders of Louisiana.         702310       Athletic – Tavel: Travel expenses for travel outside the borders of Louisiana.         702320       Athletic – Recruiting – Ytarel expenses for travel outside the borders of Louisiana.         702330       Athletic – Recruiting – Prospect ——U/S: Staff travel for the purposes of recruiting within the borders of Louisiana.         702440       Athletic – Staff ——U/S: Staff travel for other the purposes of recruiting outside the border of Louisiana.         702830       Athletic – Recruiting – Prospect ——O/S: Staff travel for the purposes of recruiting outside the border of Louisiana.         702840       Athletic – Recruiting – Prospect ——O/S: Prospect travel for purposes of recruiting outside the borders of Louisiana.         702830       Athletic – Recruiting – Prospect ——O/S: Prospect travel for purposes of recruiting outside the borders of Louisiana.         702840       At	702110	ConferencesI/S: Travel expenses for travel within the borders of Louisiana incurred by all
702510       AdministrativeO/S: Travel expenses for travel outside the borders of Louisiana for the University President and Vice-Presidents. (Not to include conference and convention expenses)         702610       ConferencesO/S: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.         702710       International Travel: Sit Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.         702720       International Travel: Travel expenses for travel outside the borders of Louisiana.         702310       Athletic - Staff	702210	Field TravelI/S: Travel expenses for travel within the borders of Louisiana incurred by
<ul> <li>202610 <u>ConferencesOS</u>: Travel expenses for travel outside the borders of Louisiana incurred by all state employees attending conferences, conventions, schools, seminars, training courses, etc. <b>Field Travel</b>OS: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.</li> <li>702710 Athletic - StaffUS: Staff travel for other than recruiting within the borders of Louisiana.</li> <li>702310 Athletic - Staff</li></ul>	702510	Administrative O/S: Travel expenses for travel outside the borders of Louisiana for the
<ul> <li>Field TravelOS: Travel expenses for travel outside the borders of Louisiana incurred by University employees or prospective employees.</li> <li>International Travel: Travel expenses for travel outside the borders of the United States.</li> <li>Athletic Travel:</li> <li>702310 Athletic - Staff US: Staff travel for other than recruiting within the borders of Louisiana.</li> <li>702320 Athletic - Recruiting - Staff US: Staff travel for the purpose of recruiting within the borders of Louisiana.</li> <li>702330 Athletic - TeamUS: Team travel within the borders of Louisiana.</li> <li>702340 Athletic - Team</li></ul>	702610	Conferences O/S: Travel expenses for travel outside the borders of Louisiana incurred by all
<ul> <li>70270 International Travel: Travel expenses for iravel outside the borders of the United States.</li> <li>Athletic Travel:</li> <li>702310 Athletic - Staff</li></ul>	702710	Field Travel O/S: Travel expenses for travel outside the borders of Louisiana incurred by
<ul> <li>Athletic - Staff <i>IS</i>: Staff travel for other than recruiting within the borders of Louisiana.</li> <li>Athletic - Recruiting - Prospect</li></ul>	702720	
<ul> <li>Athletic - Recruiting - Staff I/S: Staff travel for the purpose of recruiting within the borders of Louisiana.</li> <li>Athletic - Recruiting - Prospect I/S: Prospect travel for purposes of recruiting within the borders of Louisiana.</li> <li>Athletic - Team</li></ul>		
Louisiana.         702330       Athletic - Recruiting - Prospect I/S: Prospect travel for purposes of recruiting within the borders of Louisiana.         702340       Athletic - Team I/S: Team travel within the borders of Louisiana.         702810       Athletic - Recruiting - Staff ravel for other than recruiting outside the borders of Louisiana.         702820       Athletic - Recruiting - ProspectO/S: Staff travel for the purpose of recruiting outside the borders of Louisiana.         702830       Athletic - Recruiting - ProspectO/S: Prospect travel for purposes of recruiting outside the borders of Louisiana.         702840       Athletic - TeamO/S: Team travel outside the borders of Louisiana.         702840       Athletic - TeamO/S: Team travel outside the borders of Louisiana.         703010       Advertising: Expenses for advertising space in newspapers and periodicals, television and radio commercials, promotional contracts and recruiting.         703012       Advertising - Electronic Learning: Electronic Learning advertising space. (TRED and External Affairs Use Only)         703110       Printing Collections - Control: University Printing Collections for University Printing requisition (credit)         70312       Advertising - Affairs Use Only)         703110       Printing: Expenses for all printing and reproduction charges to include postcards, posters, brochures, flyers, leaflets, etc.         703120       Binding: Binding charges, contractual or otherwise.		
borders of Louisiana.         The transmission of Louisiana.           702340         Athletic - Team US: Team travel within the borders of Louisiana.           702810         Athletic - Staff OS: Staff travel for other than recruiting outside the borders of Louisiana.           702820         Athletic - Recruiting - ProspectO/S: Prospect travel for purposes of recruiting outside the border of Louisiana.           702830         Athletic - TeamO/S: Prospect travel for purposes of recruiting outside the borders of Louisiana.           702840         Athletic - TeamO/S: Team travel outside the borders of Louisiana.           703010         Advertising: Expenses for advertising space in newspapers and periodicals, television and radio commercials, promotional contracts and recruiting.           703012         Advertising - Electronic Learning: Electronic Learning advertising space. (TRED and External Affairs Use Only)           703110         Printing Collections - Control: University Printing Collections for University Printing requisition (credit)           703116         Printing: Expenses for all printing and reproduction charges to include postcards, posters, brochures, flyers, leaflets, etc.           703205         Insurance: Expenses for sourcety onds and insurance including Workman's Compensation payments. (Does not include group life insurance or unemployment benefits)           703310         Maintenance of Equipment: Service contracts, repairs to and maintenance of property and equipment performed by an outside agent.           703210	702320	<u>Athletic - Recruiting - Staff I/S</u> : Staff travel for the purpose of recruiting within the borders of Louisiana.
<ul> <li>Athletic - Staff O/S: Staff travel for other than recruiting outside the borders of Louisiana.</li> <li>Athletic - Recruiting - Staff O/S: Staff travel for the purpose of recruiting outside the border of Louisiana.</li> <li>Athletic - Recruiting - ProspectO/S: Prospect travel for purposes of recruiting outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - TeamO/S: Team travel outside the borders of Louisiana.</li> <li>Athletic - Team</li></ul>	702330	
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703511 <b>Dues &amp; Subscriptions:</b> Expenses for memberships in professional organizations and for		
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Account Code	Definition
703513	License Fees: Expenses for taping license, broadcasting fees, etc.
703514	Webinar/On-Line Conference Fees: Expenses for webinar fees/ registration for virtual
,0001	conferences, meetings, workshops, training courses, etc where no travel is involved.
703610	<b>Postage/Freight:</b> Expenses for postage including UPS, FedEx, etc.
703711	<b>Telephones:</b> Expenses for telephone and fax charges and all associated network charges. (Does not
/03/11	include wireless charges)
703726	Wireless Services: Charges for cellular telephone service; wireless internet and pagers.
703810	<u>Utilities - Gas</u> : Natural gas charges.
703820	<u>Utilities - Sewage</u> : Sewage charges.
703830	<u>Utilities - Water</u> : Water charges.
703840	<u>Utilities - Electricity</u> : Electric charges.
703940	Bank Fees & Related Charges: Bank charges, credit card discounts and credit card expenses recovered.
703990	Misc Operating Services: Charges for services performed by a non-budgeted state agency or
703990	private business organization that cannot be classified into specific accounts in Operating Services.
703991	<b>Operating Services Allocations:</b> Allocations for maintenance and security. <b>(Business Office Use</b>
/03991	
702000	Only)
703999	Operating Services - Contingency: Support cost contingency. (Business Office Use Only)
<b>C P</b>	
Supplies:	
704010	Office Supplies: Expenses for supplies used in the operation of an office. Examples include paper,
704110	pencils, staples, small items of office equipment, etc.
704110	Medical & Dental: Expenses for items used in medical care treatment of sick or injured. Common
704010	examples are first aid kits, drugs, medical laboratory supplies, veterinary supplies, etc.
704210	<b>Food Special Meals - Group:</b> In accordance with the university policy and procedures and PPM 49
	(State General Travel Regulations) meals for permissible occasions when there is extraordinary
	courtesy or necessity to serve several people, such as banquets, rallies, student receptions, fee based
704011	workshops, etc.
704211	Food Special Meals - Individual: In accordance with the university policy and procedures and
	PPM 49 (State General Travel Regulations) meals for permissible occasions when there is
	extraordinary courtesy or necessity to serve individual participants, such as guest lecturers, visiting
50 100 5	scholars, dignitaries, candidates for employment, etc.
704225	<b>Food:</b> Purchases of food items that do not require a special meals document. For example: food
50 10 10	purchases for labs, classrooms, etc.
704310	Motor Pool - Collections: University Motor Pool Collections (Business Office Use Only)
704321	Automotive: Expenses for fuel, oil, lubricants, tires and batteries for State automobiles, trucks,
<b>5</b> 04410	trailers or other automotive equipment.
704410	Educational/Recreational Supplies: Expenses for items purchased for direct use in classroom
504415	instruction or student recreational activities
704415	<b><u>Promotional Supplies</u></b> : Expenses for promotional items having no substantial resale value such as
504400	calendars, pens, hats and t-shirts.
704420	Building & Grounds Supplies: Supplies used in the normal operation of buildings and grounds
	such as waxes, detergents, disinfectants, fertilizer, herbicides, pesticides, boiler chemicals, plants,
	refrigerant, light bulbs (fluorescent), padlocks, trash cans, trash bags, landscaping plants, soil,
704421	gravel, etc.
704431	Athletic Supplies: Supplies used in the normal operation of athletic activities (does not include
704440	equipment).
704440	<u>Clothing/Uniforms</u> : Items of a clothing nature which are necessary in the operations of the
704441	University.
704441	Athletic Clothing/Uniforms: Items of a clothing nature which are necessary in the operations of
	the athletic department.
704470	Computer Supplies: Specialized items used in the day-to-day operations of a computer, both
	mainframe and personal.
704510	Other Supplies - Resale: Supplies purchased for the sole purpose of resale or to be used as an
	integral part of an item to be sold. Textbooks, novelty items, office supplies, etc. (Not for supplies to
	be consumed in the normal operation of the University or as a result of an educational program).
704590	Other Operating Supplies: Operating supply items not otherwise specifically identified.
704599	Supplies - Contingency: Support cost contingency. (Business Office Use Only)

Account Code	Definition
704810	Stores Increase: Controlling account to be used consistently for purchase of inventory to be kept on
	hand and subject to requisition and use through the University Warehouse.
704910	Stores Decrease: Controlling account for the requisition and usage of inventory handled through
	the University Warehouse.
Professional Servi	1065°
705010	Accounting & Auditing: Professional accounting and auditing services performed by sources
/05010	outside of state government.
705110	Management & Consulting: Professional management or management consulting performed by
/05110	sources outside of state government.
705210	Engineering & Architecture: Professional engineering or architectural services performed by
/00210	sources outside of state government.
705310	Legal: Professional legal services performed by sources outside of state government.
705410	Medical: Professional medical services performed by sources outside of state government.
705711	Instruction: Professional service contracts for instruction - does not include employees.
705735	<b>Professional Svcs - IT:</b> Professional service contracts for Information Technology.
705810	Officials: Charges for athletic/non-athletic event officials.
705890	Other Professional Svcs: Professional services not otherwise specified.
705899	Professional Svcs - Contingency: Support cost contingency. (Business Office Use Only)
Other Charges:	
	Business Charges:
706312	Write Off - Other: Used to charge off certain non-recurring and/or miscellaneous items such as
	Financial Aid return to lender not charged back to the student's account, Federal/State audit
	determinations, student cancellations/resignations processed for prior fiscal years, etc. after approval
50(220	of the appropriate authority.
706320	<u>Cash Over/Short</u> : Used to record cash overages and shortages in activities having cash operations.
706390	Interagency Transfer: The amount of funds transferred from one fund to another fund within an
70(201	agency where services or goods are not exchanged. (Business Office Use Only)
706391	Athletic I/A Transfer: The amount of funds transferred for athletic support.
706410	Awards - Other: Awards in sponsored activities such as rodeos, horse shows, student contest,
70(420	plaques, etc.
706420 706520	Game Guarantees: Payments to intercollegiate teams.
700320	<u>Indirect Costs Recovered</u> : Used by accounting for recovery from grants and contracts of costs related to use of facilities, administration, etc.
706534	Matching-CWSP-JLD: Matching of federal funds for student workers employed in JLD jobs under
/00334	the college work study program.
706536	Matching-SEOG: Matching of federal funds for SEOG.
706540	Matching-Other: Matching of federal, state, and other funds, not otherwise specified.
706550	<b><u>Refund to Grantors</u>:</b> Funds remitted to grantors.
706590	Grant Subawards: Awards, including subcontracts, of federal, state or private grants or contracts.
100090	
Student Aid:	
706610	Student Fellowships: Stipends paid to students, usually in connection with federal grants.
706620	Student Awards: Payments to students for academic excellence and/or because of financial need;
706630	designated as awards.
	Student Scholarships: Payments to students for academic excellence and/or because of financial
70((2)	need; designated as scholarships.
706631	Athletic Scholarships: Payments to students designated as athletic scholarships.
706633 706635	Student Exemptions: Legislative Student Exemptions: Institutional
706635	Student Exemptions: Institutional Student Exemptions: Board
706638	
	<b>Dorm Scholarships:</b> Payments to students designated as dorm scholarship.
706639	<u>Faculty/Staff/Dependent Exemption</u> : Registration fee waivers granted to Faculty, Staff, Faculty/Staff Spouse and Faculty/Staff Children.
706640	Student Grants: Grant payments made to students, e.g., Pell.
706640 706645	<u>Student Grants</u> : Grant payments made to students, e.g., Pell. <u>CARES Act Grants</u> : Grant payments made to students for CARES Act.
706650	<u>Student Initial Grants</u> : Initial grant payments made to students under SEOG.
700030	Student initial Stants, initial grant payments made to students under SEOO.

Account Code	Definition
Loan Cancellations	s and Other Aid Costs:
706830	Other Collection Expenses: The amount charged for collection expenses other than cost of
	litigation, such as a commission paid to collection agency.
706831	Collection Expense Received: Amounts recovered from third party contractors to pay collection
	agency expenses based on the University's placement of these amounts owed with the University's
	contracted collection agency on their behalf.
Other Miscellaneou	
706990	Other Miscellaneous Charges: Miscellaneous charges not otherwise specified.
706991	<u>ULS Assessment</u> : The amount assessed by the University of Louisiana System to the University.
706993	Other Charges - Lab School: The amount of salaries and related benefits reimbursed by the
706994	University for Lab School faculty. Civil Service & CPTP Fees: Charges allocated by State Budget Office for Civil Service and the
/00994	CPTP program. (An inter-agency charge reported and budgeted in Other Charges)
706999	<u>Other Charges Contingency</u> : Support cost contingency. (Business Office Use Only)
100777	<u>Other Ondiges Contingency</u> , Support cost contingency. (Dusiness Office Cise Only)
<b>Capital Outlay:</b>	
707010	Land: Expenses associated with the purchase of land
707015	<b>Buildings &lt; \$100,000</b> : Expense associated with the purchase or construction of a facility for less
	than \$100,000
707020	<b>Buildings &gt; \$100,000</b> : Expense associated with the purchase or construction of a facility for
	\$100,000 or more
707025	Livestock: Purchase of livestock
T (	
Improvements: 707110	$\mathbf{I}$ and $\mathbf{I}$ are some set $\mathbf{z} \in \mathbb{S}^{100,000}$ . Could be finance on the theta beside the theorem the tend of
/0/110	<b>Land Improvements &lt; \$100,000</b> : Cost of improvements that physically alter the land costing less than \$100,000. Examples include major landscaping projects, improving roadways or parking
	areas, sidewalks, etc.
707115	Land Improvements > \$100,000: Cost of improvements greater than \$100,000 which physically
10,110	alters the land.
707120	Building Improvements < \$100,000: Cost of renovations and improvements which physically alter
	existing buildings and facilities costing less than \$100,000.
707125	<b><u>Building Improvement &gt; \$100,000</u></b> : Cost of renovations and improvements which physically alter
	existing buildings and facilities costing more than \$100,000.
707130	Improvements other than Land and Buildings < \$5,000: Improvements to capital outlay that
505105	cannot be specifically identified as land or building improvements costing less than \$5,000.
707135	<b>Improvements other than Land and Buildings &gt; \$5,000</b> : Improvements to capital outlay that
	cannot be specifically identified as land or building improvements costing \$5,000 or more
Machinery & Equi	nmant
707210	<u>Automotive - \$1,000 - \$4,999</u> : Acquisition of automobiles, trucks, trailers, boats, including heavy
/0/210	movable and light purpose vehicles with titles and/or registrations costing between \$1,000 and
	\$4,999.
707215	Automotive > \$5,000: Acquisition of automobiles, trucks, trailers, boats, including heavy movable
	and light purpose vehicles with titles and/or registrations costing \$5,000 or more.
707220	Equipment - Computers - \$1,000 - \$4,999: Computer and computer-related equipment, including
	audio/visual costing between \$1,000 and \$4,999.
707225	<b>Equipment - Computers &gt; \$5,000:</b> Computer and computer-related equipment, including
	audio/visual costing \$5,000 or more.
707230	Equipment - Educational and Research - \$1,000 - \$4,999: Equipment used for instruction,
707025	recreation or cultural enrichment costing between \$1,000 and \$4,999.
707235	<b>Equipment - Educational and Research &gt; \$5,000</b> : Equipment used for instruction, recreation or
707240	cultural enrichment costing \$5,000 or more. Equipment - Grounds and General Plant - \$1000 - \$4,999: Equipment used for construction or
10/240	Equipment - Orbunus and General Flant - \$1000 - \$4,777. Equipment used for construction of

707240 **Equipment - Grounds and General Plant - \$1000 - \$4,999:** Equipment used for construction or maintenance of grounds or the general plant. Examples include vacuum cleaners, carpet cleaners and buffers, household item, lawn maintenance equipment and power tools costing between \$1,000 and \$4,999.

Account Code	Definition
707245	Equipment - Grounds and General Plant > \$5,000: Equipment used for construction or
	maintenance of grounds or the general plant. Examples include vacuum cleaners, carpet cleaners
	and buffers, household items, lawn maintenance equipment and power tools costing \$5,000 or more
707250	Equipment - Medical - \$1,000 - \$4,999: Equipment used in the treatment or diagnosis of sick or
	injured, including veterinary equipment costing between \$1,000 and \$4,999
707255	<b>Equipment - Medical &gt; \$5,000</b> : Equipment used in the treatment or diagnosis of sick or injured,
	including veterinary equipment costing \$5,000 or more.
707260	Equipment - Office (Non-Computer) - \$1,000 - \$4,999: Equipment used in the operations of an
	offices (does not include computer equipment) costing between \$1,000 and \$4,999.
707265	<b>Equipment - Office (Non-Computer) &gt; \$5,000:</b> Equipment used in the operations of an offices
	(does not include computer equipment) costing \$5,000 or more.
707290	<u>Weapons <math>&lt;</math> \$5,000:</u> Expense associated with the purchase of weapons costing less than \$5,000.
707295	<u>Weapons &gt; <math>\$5,000</math></u> : Expense associated with the purchase of weapons costing $$5,000$ or more.
Library Reference	
707310	Library Reference Materials: Books, films, microfilms, and recordings purchased and maintained
202215	in the library for general use. (Library use only)
707315	<b><u>Library Subscriptions</u></b> : Periodicals purchased and maintained in the library for general use.
	(Library use only)
Majar Danajra	
Major Repairs: 707410	Major Repairs - Building: Cost of major repairs to existing University buildings and facilities.
/0/410	Examples include replacing boilers, flooring, ceiling tiles, etc
707415	Major Repairs - Land: Cost of major repairs to university land. Example included repairing
707415	existing roadways or parking areas.
707420	Major Repairs - Machinery & Equipment: Cost of major repairs extending the useful life of
/0/420	University machinery and equipment. Examples include engine overhauls, replacement of engines
	or transmissions, etc.
707425	Major Repairs - Other: Major repairs to capital outlay items that cannot be specifically identified
101423	as land, buildings, machinery, or equipment.
	us fund, suntainings, indefiniery, or equipment.
DEBT SERVICE	
708010	Principal: Expenditures for payment of principal on general obligation debts.
708011	Interest: Expenditures for payment of interest on general obligation debts. Interest is considered
,	only the cost borrowed money.
708210	<u>Reserve Requirement</u> : Expenditures for payment of reserve requirements on general obligation
,	debts.
708311	Amortization, Bond Premium: The gradual reduction, redemption, or liquidation of the
	premium/discount on bonds. (Business Office Use Only).
708312	Unallotted Retainage: Object account used on an EB transaction to record an increase in budget in
	the current fiscal year due to prior year cash carried forward to the current fiscal year for the
	purpose of paying retainage that has been expensed in the prior fiscal year(s) but not paid. (Business
	Office Use Only).
	•/
Interagency Trans	<u>sfer</u>
819110	Transfers Between Funds: Funds transferred outright by a budgeted agency to another budgeted
	agency, and not in exchange for commodities or services. Example: An institution received a grant
	of funds from the Department of Education to operate a Special Education Evaluation Center.
	(Business Office Use Only)
Fund Additions	
910000	Fund Additions
Fund Deductions	
960000	Fund Deductions
960001	Fund Deduction Bond Principal