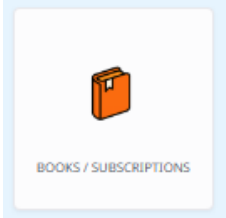


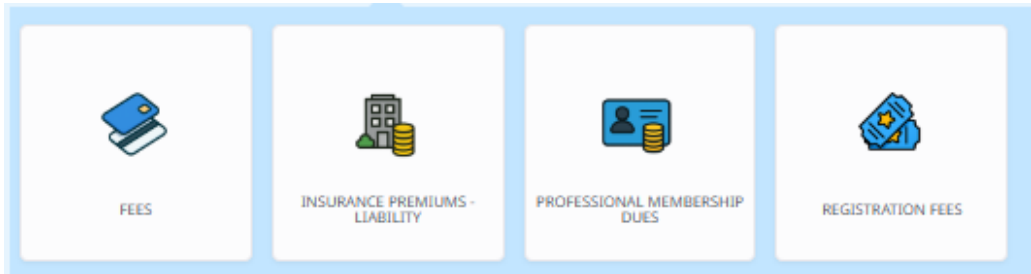
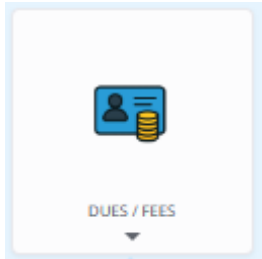
Please use the following account code key to determine which expense type should be utilized for your individual transactions.

BOOKS / SUBSCRIPTIONS: (Account Code List)



- 738200** - Books and Reference Materials
- 727605** - Electronic Subscription Serv/Books
- 727606** - Electronic Subscription Serv/Database
- 727604** - Electronic Subscriptions Serv/Journal
- 730300** - Subscriptions/Periodical/Info Services

DUES / FEES: Expense Drawer with the Following Forms



FEES: (Account Code List)

- 721001** - CLIA Lab Fees
- 721000** - Fees and Other Charges

INSURANCE PREMIUMS - LIABILITY: 720401

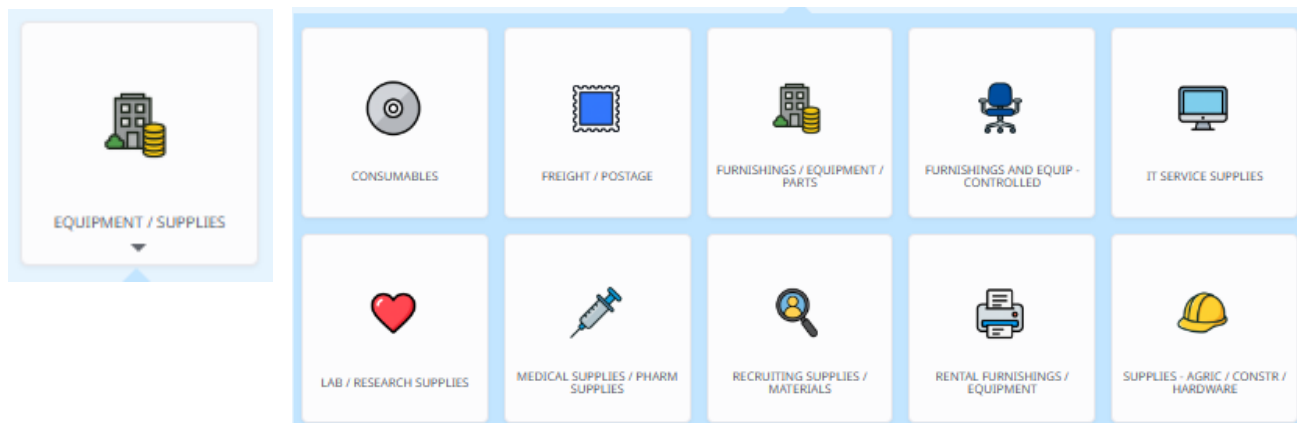
PROFESSIONAL MEMBERSHIP DUES: 720100

REGISTRATION FEES: (Account Code List)

- 720300** - Employee Registration / Training Fees
- 720301** - Employee Registration Fees (In-State)
- 720302** - Employee Registration Fees (Out-of-State)
- 720311** - Employee Training Fees (In-State)
- 720312** - Employee Training Fees (Out-of-State)

Emburse Enterprise- PCard Expense Reference Sheet

EQUIPMENT / SUPPLIES: Expense Drawer with the Following Forms



CONSUMABLES: (Account Code List)

730000 - Non-Office Supplies

730050 - Office Supplies

FREIGHT / POSTAGE: (Account Code List)

728602 - Express Mail / Delivery Service

728600 - Freight / Delivery Service

729100 - Postage

FURNISHINGS/EQUIP/PARTS: (Account Code List)

733400 - Furnish/Equip & Other Expensed

733401 - Medical Equipment Expensed

733404 - Misc. Equipment Expensed

733403 - Office Furniture Expensed

733000 - Parts/Furnishings & Equipment

733100 - Plants

FURNISHINGS & EQUIP - CONTROLLED: 737400

IT SERVICE SUPPLIES: (Account Code List)

738000 - Computer Software/License Fee Expensed

737700 - Computer Equipment Expensed

726700 - Computer Equipment Maint/Repair

738002 - Computer License Fees Expensed

726200 - Computer Software Maintenance

738001 - Computer Software Expensed

727500 - Information Technology Services

733500 - Parts Computer Equipment Expensed

727602 - Satellite Services

751700 - Telecommunicat. Equipment Expensed

751600 - Telecommunicat. Other Service Charge

LAB / RESEARCH SUPPLIES: (Account Code List)

738400 - Animals Incl. Cadavers for Research

731003 - Chemicals & Gases - Liquid Nitrogen

731002 - Chemicals & Gases - Nitrogen Rental

731000 - Chemicals & Gases

731001 - Chemicals & Gases - Oxygen Rental

731500 - Food for Research / Teaching

MEDICAL / PHARM SUPPLIES:

(Account Code List)

731200 - Medical Supplies

731201 - Pharmaceutical Supplies

731254 - Pharmaceuticals - Empl. Vaccine

730002 - Medical Supplies (Consumables)

730003 - Optical Supplies(Consumables)

731253 - Pharmaceuticals - Local RX Purch.

RECRUITING SUPPLIES/MATERIALS: 738201

RENTAL FURNISHINGS / EQUIPMENT:

(Account Code List)

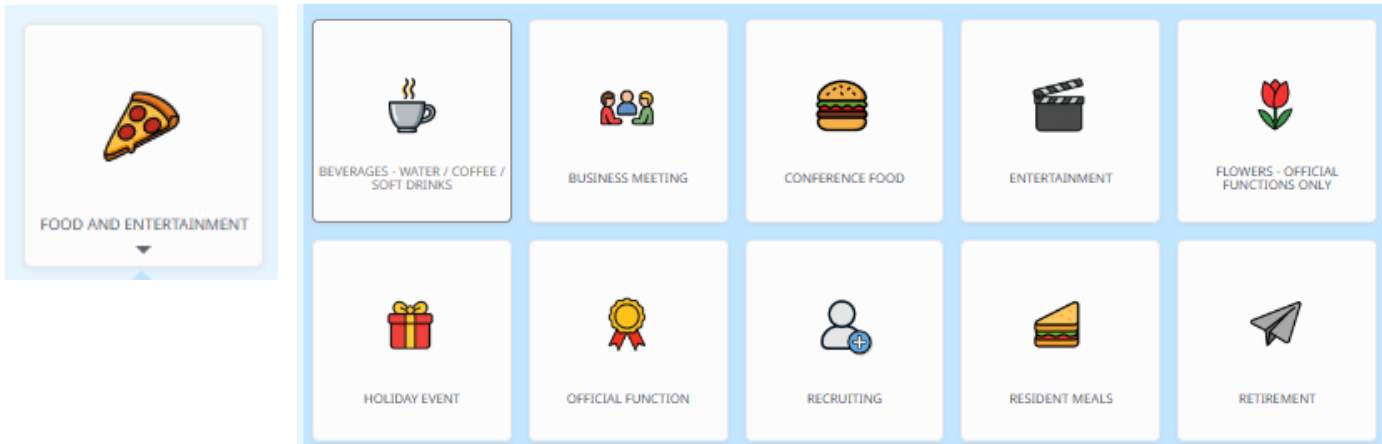
740600 - Rental of Furnishings/Equipment

740650 - Rental of Misc. Equipment

SUPPLIES - AGRIC. / CONSTR. / HARDWARE: 732800

Emburse Enterprise- PCard Expense Reference Sheet

FOOD & ENTERTAINMENT: Expense Drawer with the Following Forms



BEVERAGES - WATER/COFFEE/SOFT DRINKS: 7L0300

BUSINESS MEETING: 7L0402

CONFERENCE FOOD: 7L0406

ENTERTAINMENT: 7L0401

FLOWERS - OFFICIAL FUNCTIONS ONLY: 7L1100

HOLIDAY EVENT: 7L0404

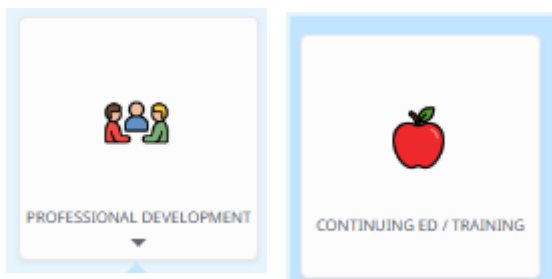
OFFICIAL FUNCTION: 7L0403

RECRUITING: 7L0600

RESIDENT MEALS: 7L0700

RETIREMENT: 7L0405

PROFESSIONAL DEVELOPMENT: Expense Drawer with the Following Form



CONTINUING ED / TRAINING: (Account Code List)

720352 - Continuing Ed (Nursing Staff)

720353 - Continuing Ed (Other Staff)

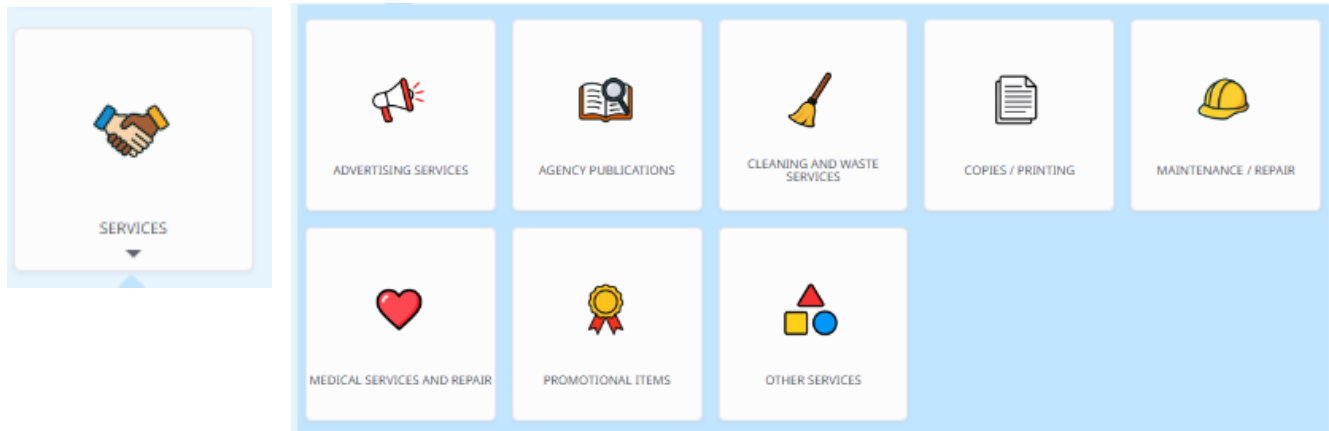
720351 - Continuing Ed (Prof. Staff)

724300 - Educational / Training Services

721300 - Training Expenses

Emburse Enterprise- PCard Expense Reference Sheet

SERVICES: Expense Drawer with the following forms



ADVERTISING SERVICES: 728100

AGENCY PUBLICATIONS: 721800

CLEANING & WASTE SERVICES: (Account Code List)

- 727700 - Cleaning Services
- 727200 - Hazardous Waste Disposal Services
- 752600 - Waste Disposal
- 752601 - Waste Disposal - Document Shredding

COPIES / PRINTING: 727300

MAINTENANCE / REPAIR: (Account Code List)

- 726600 - Buildings Maintenance / Repair
- 727100 - Land Maintenance / Repair
- 736750 - Misc. Equipment Repair
- 736800 - Motor Vehicles Maintenance / Repair
- 736700 - Other Maintenance & Repair

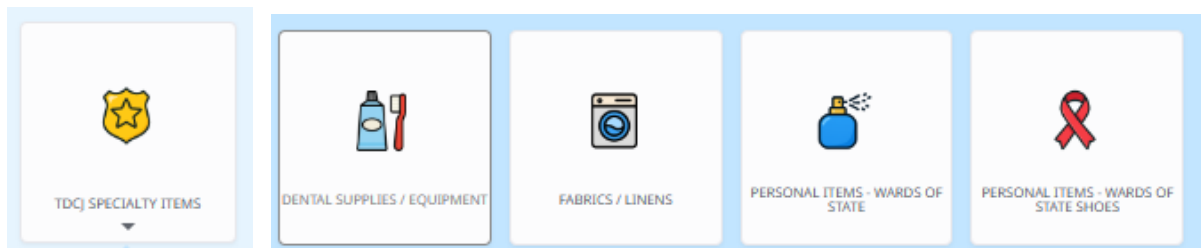
MEDICAL SERVICES & REPAIR: (Account Code List)

- 736706 - Med Equip. Repair X-Ray Calib. (EPSs)
- 736705 - Med Equip. Repair X-Ray
- 736702 - Medical Equipment Calibration
- 736701 - Medical Equipment Repair
- 724860 - Non-Contract Medical/Hospital Services
- 736704 - X-Ray Machine Mo. Processor Maintenance

PROMOTIONAL ITEMS: 730900

OTHER SERVICES: 729900

TDCJ SPECIALITY ITEMS: Expense Drawer with the following forms **(CMHC ONLY)**



DENTAL SUPPLIES / EQUIPMENT:

- (Account Code List)
- 733402 - Dental Equipment Expensed
- 736703 - Dental Equipment Repair
- 730001 - Dental Supplies (Consumables)

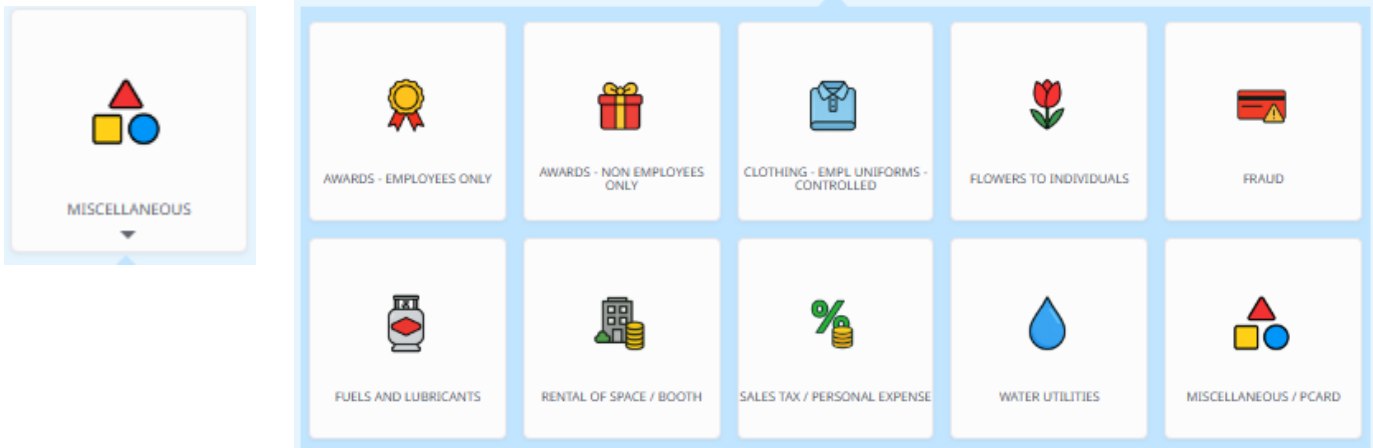
FABRICS / LINENS: 733301

PERSONAL ITEMS - WARDS OF STATE: 732200

PERSONAL ITEMS - W.O.S. (SHOES): 732201

Emburse Enterprise- PCard Expense Reference Sheet

MISCELLANEOUS: Expense Drawer with the following forms



AWARDS - EMPLOYEES ONLY: (Account Code List)

721102 - Awards (Non-Taxable)

721104 - Awards (Retirement Only)

AWARDS - NON-EMPLOYEES ONLY: 721101

CLOTHING - EMPLOYEE UNIFORMS (CONTROLLED): 737450

FLOWERS TO INDIVIDUALS: 7L1100

FRAUD: **130619** (Balance account for reconciliation)

FUELS AND LUBRICANTS: 730400

RENTAL OF SPACE / BOOTH: (Account Code List)

747020 - Rental of Exhibit/Table Space

747000 - Rental of Space/Booth

SALES TAX / PERSONAL EXPENSE: **7L1000** (Balance account for reconciliation)

WATER UTILITIES: 750700

MISCELLANEOUS / PCARD: **DO NOT USE**

Unavailable for use without prior approval from Purchasing & PCard. This form is for exceptions only and the accounting code will be input manually by PCard Admin.