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

**BOOKS / SUBSCRIPTIONS:** (Account Code List)

- 738901 - Binding - Library Only
- 738200 - Books and Reference Materials
- 738900 - Books and Reference Materials - Library Only
- 727605 - Electronic Subscription Serv/Books
- 727606 - Electronic Subscription Serv/Database
- 727604 - Electronic Subscriptions Serv/Journal
- 742100 - Reference Material
- 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
- 721003 - Fees / Other

**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)
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

FURNISHINGS & EQUIP - CONTROLLED: 737400

IT SERVICE SUPPLIES: (Account Code List)
738000 - Computer Software/License Fee Expensed
737900 - Computer Equipment
737800 - Computer Equipment Controlled
737700 - Computer Equipment Expensed
726700 - Computer Equipment Maint/Repair
738002 - Computer License Fees Expensed
726200 - Computer Software
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
731030 - 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
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
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
**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:** 130619 (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 accounting code will be input manually by PCard Admin.