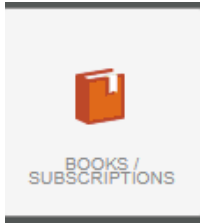




# Chrome River – PCard Expense Reference Sheet

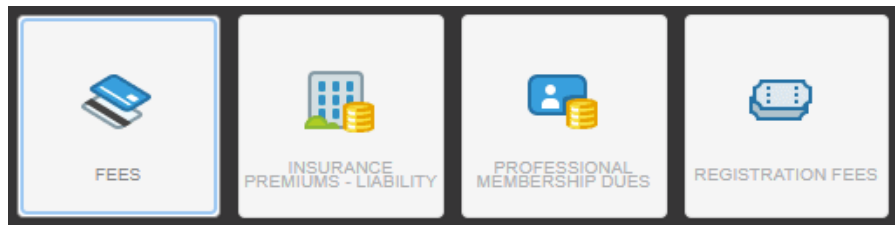
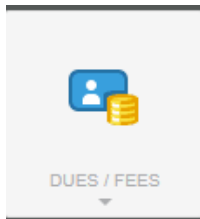
Please use the following account code key to determine which expense type should be utilized for your individual transactions.

## **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)

# Chrome River – 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

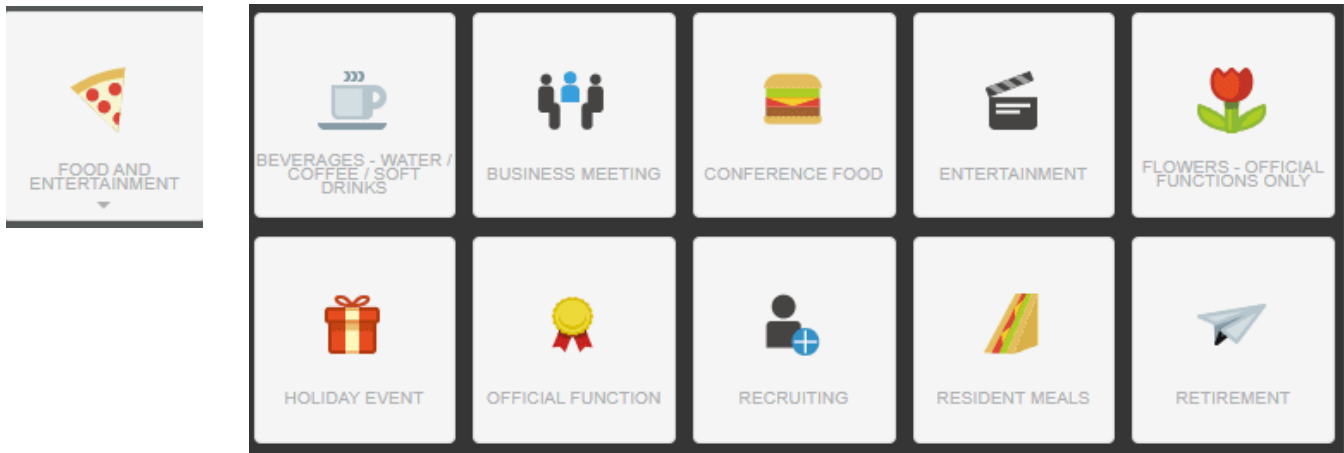
### RENTAL FURNISHINGS / EQUIPMENT:

- (Account Code List)
- 740600 - Rental of Furnishings/Equipment
- 740650 - Rental of Misc. Equipment

### SUPPLIES - AGRIC. / CONSTR. / HARDWARE: 732800

# Chrome River – 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**

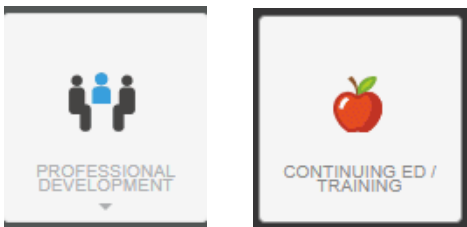
**OFFICIAL FUNCTION: 7L0403**

**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)

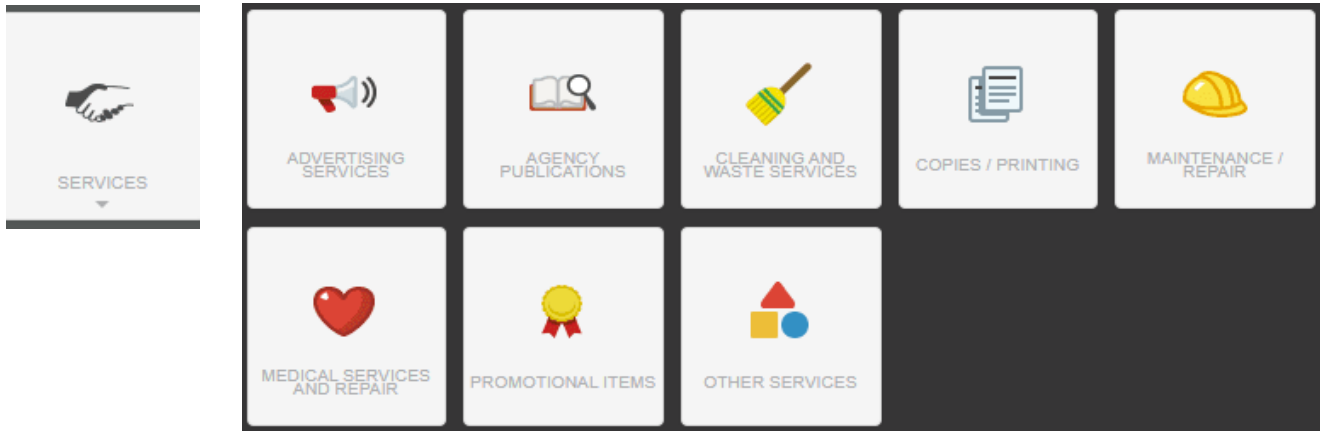
**720351** - Continuing Ed (Prof. Staff)

**724300** - Educational / Training Services

**721300** - Training Expenses

# Chrome River – 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

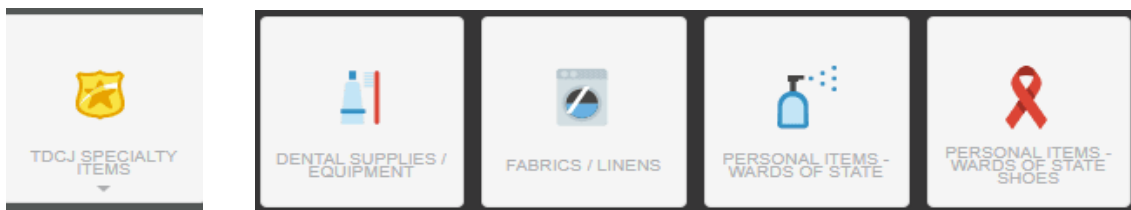
**MEDICAL SERVICES & REPAIR:** (Account Code List)

- 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)

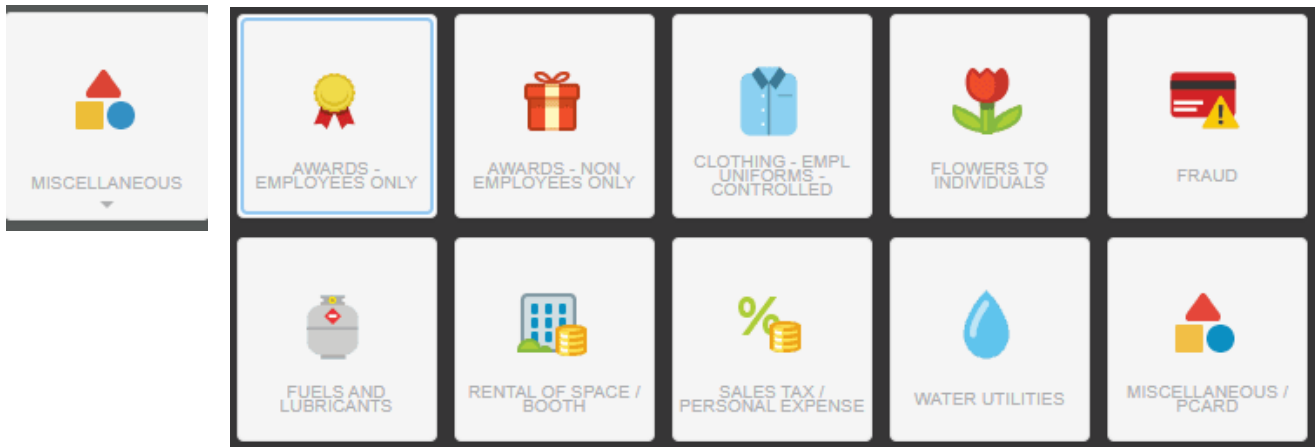
**FABRICS / LINENS: 733301**

**PERSONAL ITEMS - WARDS OF STATE: 732200**

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

# Chrome River – 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:** 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.