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)
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
- 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
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

COPYING / 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

TTUHSC Finance Systems Management

January 2023

Page 4/5
**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.