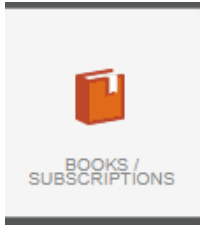


Chrome River – PCard Expense Reference Sheet

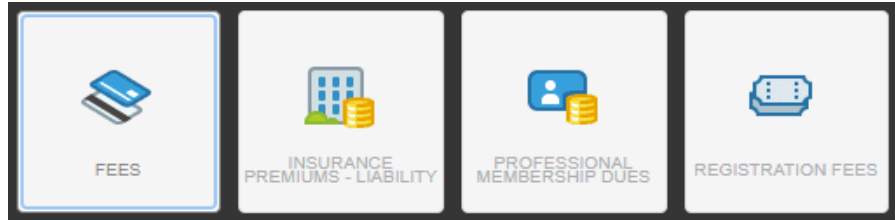
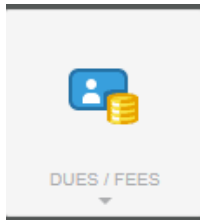
Please use the following account code key to determine which expense type should be utilized for your individual transactions.

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)

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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**

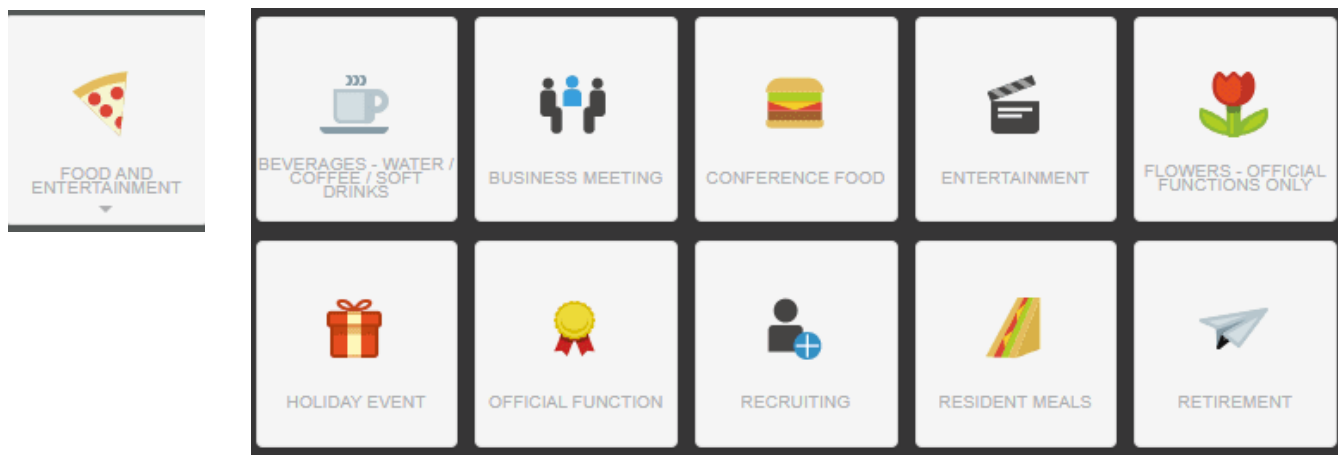
RENTAL FURNISHINGS / EQUIPMENT:

(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

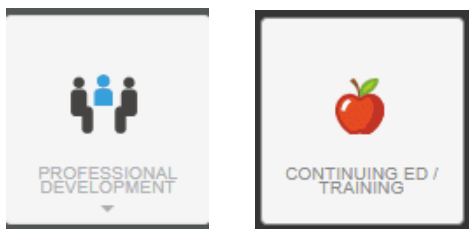
OFFICIAL FUNCTION: 7L0403

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)

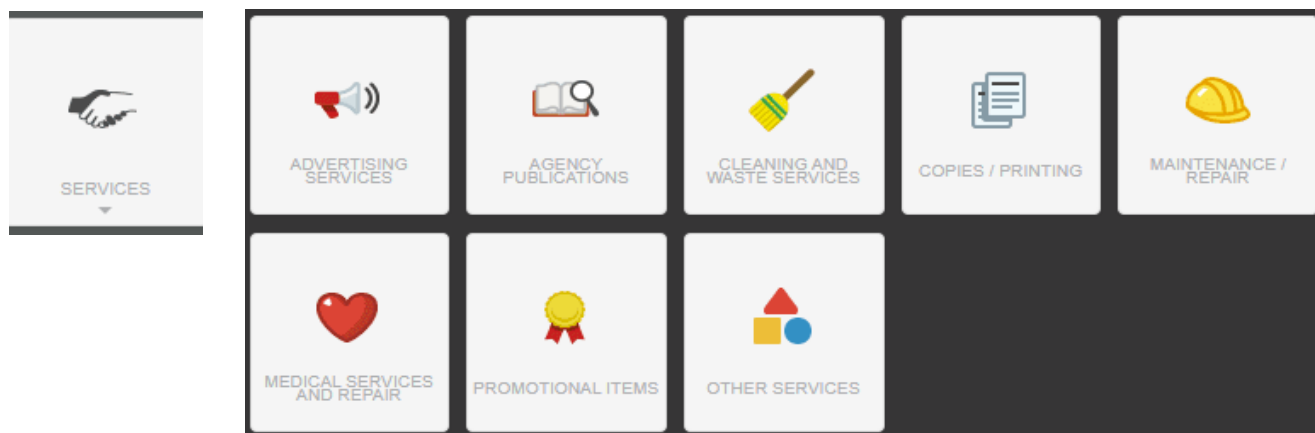
720351 - Continuing Ed (Prof. Staff)

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

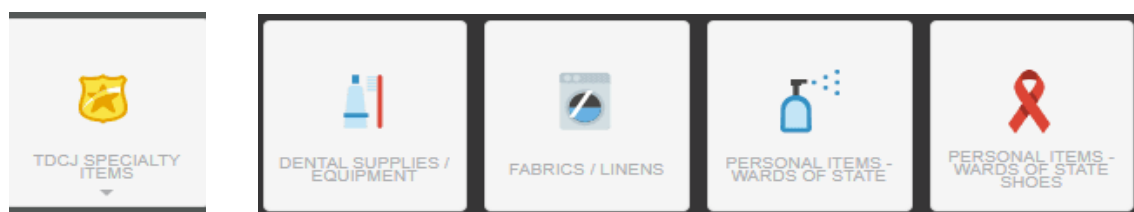
724860 - Non-Contract Medical/Hospital Services

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)

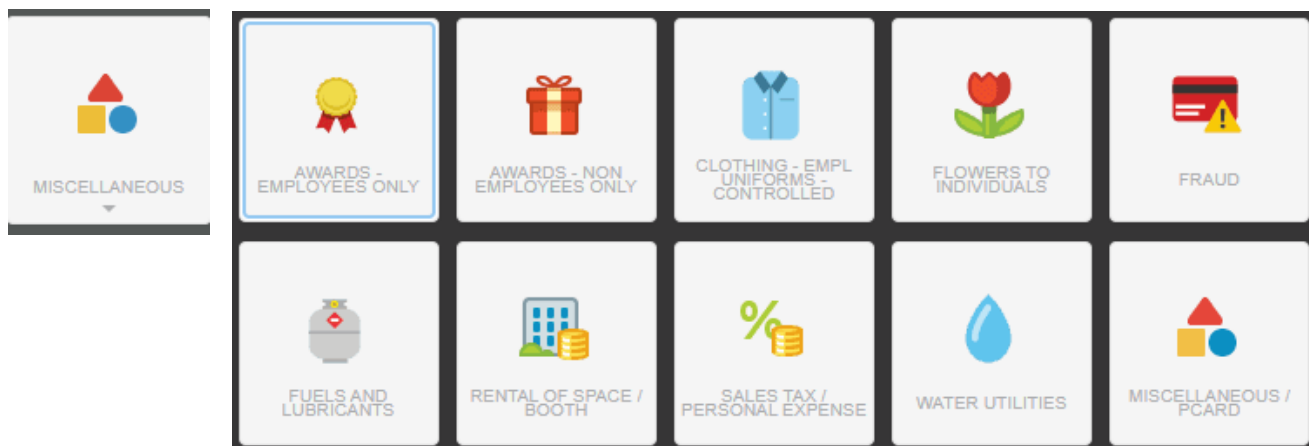
FABRICS / LINENS: 733301

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 the accounting code will be input manually by PCard Admin.