

## Frequently Used Account Numbers

Please refer to the below list of frequently used accounts and utilize the account that best corresponds to the products or services you are ordering.

<b>Account #</b>	<b>Account Title</b>	<b>Account Purpose/Description</b>
<b>Consumable Supplies</b>		
7111	Instructional Supplies	General supplies for in classroom and similar usage with a limited useful life (e.g. whiteboard markers, erasers, etc.)
7112	Office Supplies	General office supplies with a limited useful life (e.g. copy/printing paper, notebooks, staples, stapler, printer ink, pens, tape, etc.)
7113	Laboratory Supplies	General supplies used in a laboratory setting with a limited useful life (e.g. beakers, test tubes, thermometers, sample containers, chemicals, etc.)
7114	Custodial Supplies	General supplies for custodial / facility services with a limited useful life (e.g. brooms, garbage bags, garbage bins, cleaning supplies, minor repair and maintenance supplies such as tools, nails, glue, etc.)
7115	Audio-Visual Supplies	General audio/visual supplies with a limited useful life (e.g. video cables, filters, etc.)
7116	Computer Supplies	General computer supplies with a limited useful life (e.g. computer mouse, mouse pads, keyboards, thumb drives, CDs, computer cleaning supplies, etc.)
7119	Supplies - Other	General supplies with a limited useful life that do not have a designated/specific account (7111-office, 7114 -custodial and 7116-computer supplies, etc.)
<b>Books and Publications</b>		
7121	Books & Publications	Purchases of books, publications and related materials
7122	Subscriptions	Expenses for 3rd party subscriptions (e.g. professional association materials, newspapers, magazines, etc. - Does not include IT applications or service subscriptions)
7123	Catalogs	Expenses related to catalogs

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<b>General Expenses</b>		
7131	Postage	Postage expenses - United States Postal Service including stamps, metered services, etc. This account should be used by the Business Service Department or by others if purchasing stamps and similar from mail locations outside of the TC mailroom (i.e. directly from the post office or online).
7132	Direct Mail	Direct marketing solutions for solicitation and other efforts.
7133	Express Mail (FedEx, etc..)	Expedited mail courier services (e.g. Fed Ex, UPS, USPS - Priority Mail)
7137	Shipping & Handling Fees	Shipping and handling fees for all Unimarket orders - to be used when final shipping expenses are unknown at time of PO creation
7152	Printing & Reproduction	Expenses for 3rd party printing services and reproductions. Should not include Business Services Duplicating expenses for TC Departments
<b>Rent/Lease Expenses</b>		
7161	Rent - Space	Recurring rental fees for leased space or similar property
<b>Noncapitalized Equipment, under \$3,000 per item</b>		
7181	Lab & Instruction Equip. < \$3000	Laboratory and related instruction equipment
7182	Furniture & Fixtures < \$3000	Desk, chairs, filing cabinets, etc.
7183	Computer&Peripheral Equipment<\$3000	Computers, laptops, servers, printers, monitors, related cables, sound bars, monitor stands, etc.
7184	Noncapitalized Software < \$3000	Software and related expense expenses from the preliminary project stage to post implementation stages
7185	Info. & Comm. Tech Equip. < \$3000	Hardware equipment costs associated with the convergence of telecommunications and computers enabling users to access, store, transmit, and manipulate information. Includes telephones (wired and wireless) and telephone apparatus, fax machines, routers, gateways, transmitting and receiving antennas, satellites, cable television equipment, fire detection and alarm systems, etc.
7187	Audio and Video Equipment < \$3000	Televisions, TV wall mounts, surround sound equipment, speaker systems, intercom systems, etc. .
7188	Equipmt(not listed elsewhere)<\$3000	Equipment with a useful life greater than 3 years not separately categorized in another 718X account

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<b>Professional and Purchased Services</b>		
7211	Consultant Services	Fees for contractor and consultant services provided by individuals or companies who receive compensation from the College, but are not College employees. Only expenses for services provided in the US should be included here. Contractors typically agree to perform work in an arms length transaction and the company hiring the contractor defines the desired results and the schedule. Consultants typically have a special field of expertise or skill and provide professional or expert opinion, advice or services regarding information or materials in his or her field of knowledge or training to assist others in making decisions or in performing tasks. <b>Should include</b> travel and similar expenses for consultants/contractors.
7219	International Consulting Services	Fees for international contractor and consultant services provided by international individuals or companies who receive compensation from the College, but are not College employees. The consulting services should primarily be performed abroad. (See 7211-Consultant Services for additional descriptive information on contractors and consultants)
7221	Contract Services	Should be used for external purchased services such as distribution and warehouse services, catering services, payment technology services (Higher One, BlackBoard), pest control, laundry machine services, water machine replenishments, shredding services, temporary help/staffing expenses
722101	Purchased Srvcs -Transport	Should be used for air/bus, vehicle charters and similar transportation rentals. Not to be used for employee travel related transportation expenses.
722102	Purchased Srvcs -Minors	Should be used for any program, activity, event or service relating to or involving Minors.
722103	Purchased Srvcs - Intellectual Prop	Should be used for any service relating to Intellectual Property (intangible rights protecting copyright work, patents, trademarks, etc.)
7224	Grant SubContracts	Expenses for subcontractors on TC Grants
<b>Travel and Related Expenses</b>		
7311	Travel Expenses	Expenses incurred by TC employees for <b>local or domestic travel</b> (e.g. taxis, hotels, flights). Should not include travel related expenses for consultants or for international employee travel.
7315	Meal Exp (domestic)	Meal related expenses incurred by TC employees while on <b>local or domestic</b> business including meal per diems, direct invoices and/or receipts. Should not include meal expenses billed by consultants/contractors.
7316	Meal Exp (international)	Meal related expenses incurred by TC employees while on <b>international</b> business including meal per diems, direct invoices and/or receipts. Should not include meal expenses billed by consultants/contractors.
7317	International Travel Expenses	Expenses incurred by TC employees for <b>international travel</b> (e.g. taxis, hotels, flights). Should not include meal expenses billed by consultants/contractors.

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<b>Hospitality and Entertainment</b>		
7321	Hospitality	Meal and entertainment expenses including restaurant deliveries, groceries and similar purchases for on campus business
7322	Conf. Meetings & Oth Related Exp	Expenses for TC employees who conduct/participate in local or domestic meetings and conferences including facility rentals, speakers' fees and expenses, materials, registration fees paid for TC staff to attend conferences, conventions, and meetings conducted by 3rd parties. Travel expenses incurred for conferences, conventions, and meetings should be reported in travel.
7323	Catering & Special Events	Expenses for catering and similar services including services provided by Culinart for on or off campus local or domestic business and related events
7327	Intl Conf Meeting & Oth Related Exp	Expenses for TC employees who conduct/participate in international meetings and conferences including facility rentals, speakers' fees and expenses, materials, registration fees paid for staff to attend international conferences, conventions, and meetings conducted by 3rd parties. Travel (transportation, hotel, etc.) expenses incurred for conferences, conventions, and similar meetings should be reported in international travel.
7328	Intl Catering & Special Events	Expenses for catering and similar services while engaged in business related events abroad
<b>Memberships and Subscriptions</b>		
7612	Membership Fees	Fees for annual or periodic memberships to professional organizations or other group organizations
<b>Special Payments</b>		
7621	Payments to Participants	Tokens/stipends for 3rd parties participating in a TC study or similar
7622	Honoraria	Payment made to a 3rd party for services rendered in a volunteer capacity or for services for which fees are not traditionally required or incurred. Can include payments for guest speakers to cover their travel, accommodation, or preparation time.
<b>Employee Relations</b>		
7631	Employee Recruitment & Advertising	Expenses incurred to recruit employees including those to advertise across multiple outlets and recruiting firm fees
7633	Professional Development	Includes expenses for maintaining professional credentials or general ongoing learning opportunities such as formal coursework, conferences and informal learning through consultation, coaching, communities of practice, lesson study, mentoring, reflective supervision and technical assistance.