

ACCOUNT CODES

Account Codes categorizes purchases

7220 Travel

- * Local Mileage Reimbursement (call MMO for rate)
- * Off Island Conference Fee
- * Off Island Air/Ground
- * Off Island Per Diem
- * Off Island Room/Board
- * Off Island Miscellaneous
- * Off Island Consultant's Travel
- * Off Island Beneficiaries
- * Off Island Dependents
- * Off Island Board of Trustees

7230 Contractual Services

(must be done through a contract)

- * Leased Vehicles
- * Building Rentals
 - * Printing (letter head, envelopes, business cards) **new only with layout/typesetting**
- * Membership Dues & Subscriptions
- * Laundromat Expenses (dry cleaning)
- * Advertising
- * Equipment Contracted Services
- * Leased Office Equipment
- * Capital Leased Equipment
- * Building Repair/Maintenance
- * Curricula/Staff Development
- * Ground Maintenance/Landscape
- * Contractual Other
- * Software License
- * Courier Services (DHL, UPS, Fed Ex)
- * Insurance Expense
- * Audit Fees

7240 Supplies & Materials

- * Custodial Supplies
- * Instructional Materials & Supplies
- * Other Materials and Supplies
- * Computer Supplies/Software
- * Office Supplies
- * Medical Supplies
- * Library Supplies
- * Cafeteria Supplies
- * Fuel & Lube Supplies
- * Cleaning Supplies
- * Food Commodities
- * Repair & Maintenance Supplies
- * Postage/Stamps
- * USB drive (thumb/flash)
- * Printing (letter head, envelopes, business cards)
re-order only

7250 Equipment (less than \$5000)

- * Classroom Furniture & Equipment
- * Instructional Equipment
- * Text Books (CD) (Hardback)
- * Cafeteria Equipment
- * Office Equipment
- * Interscholastic Sports Equipment
- * Library Books
- * Video (Reference Materials)
- * DVD's (instructional)
- * Office Equipment & Furniture

7251 Computer Equipment (IT)

- * Computer Desktop/Laptop/Notebook/Ultra book
- * Software License (if purchased together with equipment)
- * UPS
- * Magnetic Tape Unit
- * External Hard Drives
- * Printers
- * Scanners/Photo copier
- * Modem
- * Concentrator
- * Router
- * Switches
- * Monitors (CRT/LCD)
- * Wireless Devices
- * Electronic Whiteboards
- * Projection Equipment (Projector/Screens/Visual Presenters,etc..)
- * Surveillance/Monitoring Equipment
- * Servers/Mainframe

7290 Miscellaneous Expense

- * Wire Transfer (bank fee)
- * Stipends
- * Depreciation
- * Food

Others

7300	Indirect Cost
7360	Utilities
7361	Power
7362	Water/Sewer/Gas
7363	Telephone
7364	Fax

7450 Capital Outlay (\$5000 or more)

745010	Land
745020	Building
745030	Infrastructure
745040	Equipment
745050	Intergrated System
745060	Vehicle
745070	IT Equipment

Note: These are typical examples for GCC. The list is not all inclusive.

Revised 11/25/13