

ATU Account Codes

\$0 to \$20,000 Small Order

\$20,000.01 to \$75,000 Competitive Bid

\$75,000.01 & up Sealed Bid

Effective April 12, 2018

For clarification, contact Cary Wills or cwills@atu.edu or 968-0394

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703105	Postage/Freight/Shipping/Courier	Including Stamps from Campus Post Office
703106	(PR) Monthly Postage Charge	Postage metered by the Campus Post Office and charged by Journal Entry
703120	Telephones & Internet Service	Includes CenturyTel, CenturyLink, Windstream, Cablexpress, etc
703121	Wireless Service	Includes AT&T, Verizon, etc.
703122	Wireless Subscriptions	Data plans for ipads, etc.
703125	Hauling/Moving Expenses	Use 703130 for UPS, FedEx, truck lines, etc
703130	Freight / UPS / Fed Ex	For UPS, FedEx, truck lines, delivery charges
703137	Facts Charge	Current vendor Nelnet
703180	License/Permits	Boiler operator licenses, SESAC, ASCAP, elevator licenses, electrician's licenses, trademark, etc. Use 703475 for Software License/Leases Use 703880 for Vehicle license & title fees Use 703986 for Software license/purchases
703185	Penalty/Interest	Late Fees/Finance Charges-ATRS, APERS
<u>Printing & Advertising</u>		
703205	Printing	Includes letterhead, envelopes, business cards, posters, brochures, college catalogs, continuous printed forms, etc. ATU's Delegated Authority is \$100,000.
703210	Bind/Copy/Collate	Services apart from printing.
703230	Printing Composition/Setup/Artwork	If cost exceeds \$5,000, a <i>Professional Services Contract</i> will be required
703235	Advertising/Publicity	Includes space, time used through communications media, payments to advertising agents, webpage job postings, etc.

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703236	Promotional Items Controller MUST approve before order can be placed.	Promo items are misc. items purchased for distribution to the general public or potential students to promote the University. Use 703930 for student activities, prizes, award plaques for students.
703245	Film Processing	Use 703929 for film purchases
<u>Repairs, Servicing, Parts & Maintenance</u>		
703305	Physical Plant Supplies/Services	Repairs, services & materials for maintenance of buildings. Also use for equipment physically attached to the building. Includes elevator inspections, boiler inspections, fire alarm inspections, paint, keys, lumber, lettering of office doors/windows, chlorine for swimming pool, cleaning of exhaust systems, etc. Use 703350 for fire extinguisher refills. Use 703355 for repairs of farm tractors, steam boilers, large pumps, etc. Use 703885 for pest control service. Use 703935 for purchase of fire extinguishers Use 703961 for light bulbs
703306	Plant Bldg Maint-GJ Interdepartmental	Services performed by the Physical Plant for building maintenance, housing maintenance, etc. Charged by journal entry
703307	Electrical Supplies	
703308	Plumbing Supplies	
703309	Heat/AC Supplies	For heating/ventilation/air conditioning
703310	Landscaping Supplies/Services	Repair of lawn mowers, sod, gravel, dirt, picnic tables & benches, landscaping plants & shrubs, etc. Use 703310 for parking signs
703340	Office Equip. Maintenance	Maintenance and repairs of office equipment and office furniture. Maint Agreements for office equip. Use 703395 for DP equipment
703350	Public Safety Equip. Maintenance	For repairs, service & maintenance of radios, weapons, fire fighting equipment refills (fire extinguishers, etc)

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703355	Industrial Equip. Repair/Service	Repairs of steam boilers, large pumps, musical instruments, microscopes, classroom desks, AV equipment, farm tractors & farm equipment, etc. Lab Safety Inspections. Use 703395 for DP Equipment repairs
703380	Vehicle Maintenance	Includes repairs, servicing and parts
703381	Auto Collision Repair	
703385	Marine/Aviation	
703390	Research Equip./Maintenance	Includes repairs, servicing, parts and maintenance agreements
703395	Data Processing Equip. Maintenance	Includes repairs, servicing, parts, maintenance agreements for existing equipment (microcomputers, printers, monitors, scanners, hard drives, cd roms, etc) Use 703924 & 703916 for purchase of new equipment
703396	Software Maintenance	Includes maintenance agreements and service calls. Use 703475 for lease of software Use 703986 for one time lease
703399	Other Repair/Service Expense	Not otherwise classified
<u>Utilities & Rent</u>		
703405	Electricity	
703410	Water and Sewer	Includes bottled water Use 703477 for rental of water coolers Use 703875 for trash pick-up
703415	Natural Gas/Propane	
703420	Rental of Facilities	Includes office space, buildings, pavilions, school gyms, bowling alley, athletic facilities, booths, etc.
703430	Rent Office Equipment	Includes copiers, postage meters, DP equipment
703460	Rental for Equipment Transportation	For equipment only - not people Use 704355 & 704360 for charter travel
703470	Rent Industrial / Marine Equip.	Includes farm tractors, boom lifts, etc.
703475	Software Leases/Licenses	Includes site licenses & software licenses, upgrades
703476	Cable Services	Suddenlink etc.

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703477	Other Leases	Includes lease of gas cylinders, film rentals, rental of water coolers, rental of tents, rental of postage meter, chairs, etc. Use 703305 for refills of plant gas cylinders Use 703396 for software maintenance Use 703410 for water purchases for coolers Use 703926 for refill of gas cylinders in labs Use 703926 for purchase of films Use 703986 for one-time software fees
703478	Internet Services	
703490	Capital Lease Principal	For equipment capitalized in full at beginning of lease-purchase agreement (IBM, Crockett)
703491	Capital Lease Interest	For equipment capitalized in full at beginning of lease-purchase agreement (IBM, Crockett)
703492	Operating Lease Principal	For software licenses, data migration, etc included in lease-purchase agreement (IBM, Crockett)
703493	Operating Lease Interest	For software licenses, data migration, etc included in lease-purchase agreement (IBM, Crockett)
<u>Professional & Consultant Services</u> The key is the amount of managerial control ATU exercises over the "service". Use 703885 for Technical Service Contracts		
703505	Professional & Administrative Fees	Includes attorneys, program evaluators, surveyors, etc. Use 703885 for referees, game officials, contract game workers, etc.
703506	Reimbursable Expenses for 3505	
703510	Administrative Fees-GJ-Interdepartmental	For camps and auxiliaries. Charged by Journal Entry to the appropriate account.
703513	Engineer & Architect Fees	Includes survey, appraisals, lab & testing fees (asbestos)

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703515	Reimbursable Expenses for 3513	
703520	Investment Fees	
703525	Legal Fees	Includes attorneys, recording fees, court costs, court reporter, notary, etc.
703526	Reimbursable Expenses for 3525	
703530	Lien/Title Search Fees	
703550	Medical Fees	Includes all medical professions: doctors, nurses, veterinarians, EMT's Includes drug testing, prescriptions, medical deductibles (for athletes), medical transport, etc.
703551	Reimbursable Expenses for 3550	
703552	Infirmity - GJ Interdepartmental	
703580	Correctional & Rehab Fees	
<u>Insurance</u>		
703605	Surety / Performance Bonds	
703610	Insurance: Vehicles	
703615	Insurance: Buildings & Contents	Includes towers
703625	Insurance: Student Accident	Includes camp insurance
703630	Insurance: Other	Includes business interruption insurance
<u>Services Performed by State Agencies</u>		
703705	Indirect Costs-GJ Interdepartmental	
703710	Marketing & Redistribution Service Fee (M & R)	
<u>Educational Fees (Considered Non-Travel)</u>		
703850	Associational & Membership Dues	Institutional Memberships
703851	Individual Associational & Membership Dues	Individual Memberships
703855	Employee Noncredit Tuition/Course Materials	

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
<u>Contractual Services with Non-State Agencies</u>		
703860	Contractual Janitorial Services	Chair cleaning, carpet cleaning
703865	Contractual Laundry, Dry Cleaning, Towel & Uniform Services, Etc.	
703870	Contract Food Service	Chartwells, catering by the Cafeteria
703875	Trash Pickup	
703877	Salvage/Demolition/Removal	Non-capital
703880	Vehicle License/Title	For state vehicles
703885	Other Expense/Services "Technical" in nature	Includes ATU Agri club services, referees, game officials, game contract workers, stipends, uniform alterations, billing & collection services, accounting services, arbitrage service, web site development, grant writing, piano tuning, translator, pest control, food service consultant, fund raising, interpreters, judges, photographers, bus drivers, framing of pictures, etc. Use 703550 for EMT services Use 703865 for laundry services
703886	Game Guarantees	
<u>Materials & Supplies</u>		
703905	Tires	State contract
703906	Fuel Purchases	Includes gas, oil, grease, antifreeze, diesel, lubricants and gasoline credit card charges
703915	Bookstore GJ-Interdepartmental	Charged by Journal Entry (daily) Use 703105 for postage stamps Use 703236 for promotional
703916	Office Supplies, Equipment & Furniture (not for classroom) \$0 to \$999.99	Includes copy machine paper, file folder labels, pens, file folders, staplers, calculator, copier toner, library supplies, standard forms, printers, scanners, mouse, keyboards, monitors, etc. Use 703920 for DIS Purchases Use 703985 for Data Processing Supplies Use 703986 for Software purchases
703917	Non-Capital Equipment & Furniture \$1,000 to \$4,999.99	Equipment for costs \$1,000 to \$4,999.99 including tax and freight. Will be tagged and monitored but will not be listed on Inventory Report

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703918	Copies-GJ-Interdepartmental	Charged by Journal Entry
703920	Data Processing Equipment/DIS Contract \$0 to \$999.99	Equipment purchased from the Dept of Information Services contracts: microcomputers, printers, network equipment, IPADS (ex. Dell, Apple)
703921	Non-Capital/DIS Contract Data Processing Equipment \$1,000 to \$4,999.99	Equipment purchased from the Dept of Information Services contracts: microcomputers, printers, network equipment (ex. Dell, Apple) Will be tagged and monitored but will not be listed on Inventory Report
703923	Concurrent High School Expenses	
703924	Institutional Furniture/Equipment \$0 to \$999.99	For classrooms, labs, etc. Includes printers, scanners, monitors, TV's, dry erase boards, clocks, palm pilots, speakers, hard- drives, etc.
703925	Other Commodities Materials & Supplies	Commencement supplies (for special events), flowers, decorations, etc. Use 703236 for student award plaques
703926	Educational Supplies (Consumables Only)	Supplies ordinarily used in a classroom. Includes competency tests, audio & video tapes, plays, music, lab supplies, small tools for lab use, CD's, Scranton forms, refill of helium & propane, etc. Use 703981 for Horticulture & Wildlife
703927	Recreational Supplies	Includes supplies for PE and Athletics (bowling fees, movie tickets) Use 704505 for entry fees to zoos, etc.
703928	Cultural Supplies	Primarily for Museum & Foreign Language Camps
703929	Photo Supplies	Use 703245 for Film Processing
703930	Student Activities/Prizes	Controller MUST approve requisition for games and prizes. Also includes award plaques for students.
703935	Public Safety Supplies	includes ammunition, tear gas, enforcement and fire fighting supplies, parking signs, hang tags, etc.
703940	Drugs/Medicine	For Health & Wellness Center only
703941	Health/Lab Supplies	Primarily for Health & Wellness Center, Nursing Department and Athletic Trainers

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703945	Shop/Industrial Supplies	Primarily for the Plant; includes hand tools with less than \$1,000 value Use 703926 for small lab tools
703950	Subscriptions, Periodicals, Publications	Includes books, manuals, magazine/newspaper subscriptions, CD-ROM & on-line subscriptions, AMIGOS, microfiche & microfilm Use 705440 for books for library
703960	Clothing Supplies	Includes uniforms for athletics, cheerleaders', band, public safety officers, etc.
703961	Household Supplies	Includes Kitchen, Janitorial & Household cleaning products, small vacuums, brooms, mops, cooking and eating utensils, light bulbs, shower curtains, sheets, towels, etc
703967	Custodial Supplies-GJ-Interdepartmental	Supplies provided by the Physical Plant Charged by Journal Entry
703970	Seed/Fertilizer/Insecticides	Includes seedlings & control agents
703980	Livestock Feed	Includes feeds, minerals, salt, supplies for poultry, fish, game, etc.
703981	Agriculture/Horticulture/Wildlife Supplies	Greenhouse supplies, traps, tracking supplies, etc.
703982	Animal Purchase / Non-Capital	Livestock purchased for short-term teaching purposes (pigs, poultry, sheep, etc) Use 705496 for livestock purchased to supplement existing herds
703985	Data Processing Supplies	Includes printer cartridges, blank computer forms/labels, computer repair tools, cables, laptop batteries, etc. Use 703205 for printed computer forms and labels Use 703916 for Office Supplies Use 703920 & 703921 for networking equipment Use 703987 for networking supplies
703986	Data Processing Software & License	One-time fees, including evergreen licenses. Use 703396 for software maintenance agreements Use 703475 for recurring monthly/annual license fees.
703987	Networking Supplies	Such as hubs, cable, etc Primarily for Computer Services

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
703990	Purchase/Resale	Primarily for the Bookstore, Museum, Hospitality Dinners, and LPCC events
703997	Food Service-GJ- Interdepartmental	Chartwells catering, etc
703999	Lakepoint-GJ-Interdepartmental	Lakepoint, ATU Hospitality Charges
<u>Travel</u>		
704100	University Travel	All travel expenses, registration, webinars
<u>Capital Outlay</u>		Codes 705100 through 705361 are primarily for use by the Physical Plant and Controller's Office
705100	Land	
705200	Parking Lots	
705201	Fencing and Corals	
705202	Athletic Fields	
705203	Tennis Courts	
705204	Misc Land Improvement	Other than buildings
705205	Streets and Roads	
705206	Sidewalks	
705207	Street Lighting	
705208	Drainage Ditches	
705209	Computer Networking	Infrastructure
705210	Utilities Distribution	Includes gas, water, electricity
705300	Buildings	
705350	Building Improvements	
705360	Construction in Progress	
705361	Salvage/Demolition/Removal	

ACCT CODE	GENERAL DESCRIPTION	COMMENTS
	<u>Capital Outlay - Equipment</u>	<p>Equipment must have a total cost of \$5,000 or more (including tax and freight) and a life expectancy of more than one year.</p> <p>Based on cost for each freestanding piece of equipment - not total order. Cost includes preparation/installation, freight, and tax. Does NOT include equipment physically attached to a building.</p>
705405	Vehicles	
705415	Marine Vehicles	
705420	Office Equipment	
705421	Office Furniture	
705422	Institutional Furniture and Equipment	For classrooms, labs, etc
705430	Instructional Equipment	Includes medical, health, recreation, physical education, engineering, music, photo-graphic, audio visual, etc.
705431	Agricultural Equipment	
705432	Industrial Equipment	Primarily for the Plant
705433	Climate Control Equipment	Primarily for the Plant
705440	Library Holdings	Books. For the Library only
705455	Art/History Treasures	Primarily for the Musuem
705480	Data Processing Equipment	Servers, Notebook computers
705496	Other Tangible/Intangible	