

LIST OF OBJECT CODES

April, 2016

4691	Intra-Institutional Income	Income from the sale of goods or services to other departments
6000	Supplies-Office	Supplies needed for you office needs/Staples purchases
6075	Software Expense	Software purchases and licenses such as Meeting Maker
6100	Educational Material-General	Instruction manuals, Books, etc purchased for instructional purposes
6170	Lab Supplies	Supplies required for laboratory activities: chemicals, devices, etc
6200	Other Supplies	Athletic Supplies, Name Badges, NSO supplies etc
6220	Equipment under \$10,000	New equipment that your department will require
6250	Literature & Subscriptions	Periodicals, pamphlets, etc
6260	Dues & Memberships	Professional Organizations, Athletic conferences, etc
6300	Telecommunications	Long Distance charges, business related internet charges, etc
6400	Postage	Mail room charges, UPS, FedEx, etc
6410	Mailing Services	Labeling, stuffing, sorting, other services by outside providers
6520	Printing Off-Campus	Services provided by Kinkos and other outside providers
6580	Advertising	All related expenses, including design & publication charges
6600	Equipment Maintenance & Repair	Maintenance performed on your department's equipment
6610	Maintenance Agreements	Contracts with outside providers for maintenance of equipment
6650	Equipment Rented/Leased	Charges from outside providers for leased equipment
7000	Transportation Expense	Airfare, rental cars, mileage, other travel expenses
7010	Meals and Lodging	Meals (including per diem) and lodging while traveling overnight
7100	Entertainment General	Staff appreciation events, donor solicitation, alumni events, etc
7110	Prizes Gifts and Awards	Gifts and prizes awarded to staff and students
7170	Sponsorships & Donations	Paid to outside non-profit organizations for tables at events, etc
7180	Alcohol	Cost of any alcohol purchased: with meals while traveling, with catered events, etc
7200	Meetings & Registration	Conference and/or seminar registration, other costs of attendance
7300*	Professional Services-Companies	Companies providing professional services such as architects, legal services
7400*	Professional Services-Individuals	Individuals providing professional services such as consulting, lecturing
*Please Note: Any services that are specific to another object code should be charged to that object code.		
For Example:		
		Mailing Services to code 6400 or 6410
		Copy and Printing Services to code 6520
		Graphic Design to code 6580 (Advertising)
		Equipment maintenance to code 6600
8791	Intra-Institutional Expense	To purchase goods or services from another department, such as Theatre tickets
8792	Bookstore Purchases	Department purchases from the CAS and Law Bookstores
8793	Intra-Institutional Copy/Print	On Campus printing & Copying: departmental copiers, Copy Center, IT printing
9501	Departmental Transfers Out	To contribute to the funding of another department's event or program
9502	Departmental Transfers In	To receive contributions from other departments for an event or program

Some Departments have objects unique to them, such as:

4640	Ticket Sales
6190	Overseas Program Expense
6210	Gas and Oil
6305	Fees and Permits
7015	Travel-National Competition
7310	Audit Services
8015	Grounds M&R Supplies
9110	Library Books-General