COMMONLY USED GL CODES

GL Code	GL Title	Usage	Examples
510010	SUPPLIES	For supplies purchases that can't otherwise be assigned a more specific GL code. Uusally durable goods less than $1,000.	
510030	CONSUMABLE SUPPLIES - OFFICE	For consumable supplies.	Pens, paper, dish soap, front desk candy
510060	CONSUMABLE SUPPLIES - PROMOTIONAL ITEMS	For any "swag" or branded items. All orders for promotional items MUST go through Ariba and be purchased from a registered vendor. You should attach an email from Susan Leyva confirming that MarCom signed off on the design.	T-shirts, water bottles, notebooks
510100	NON-CAPITAL/MINOR EQUIPMENT	Used for the purchase of durable items that: (a) have a useful life of more than one year, and (b) have a total cost between $1,000 and $4,999.00 per item, or (c) items with a total cost of $5,000 or more and a useful life less than 1 year. Typically only used by ITS.	Monitors, computers, tablets
511910	POSTAGE & MAIL - POSTAGE	University mail service automatically charged to departments based on usage.	
513000	REPRODUCTION AND PRINTING	FedEx orders are automatically charged to this G/L account. For all other printing/copying expenses, please use the most specific GL account possible.	
513040	REPRODUCTION AND PRINTING - PRINTER/COPI	Use for purchases of printer or copy machine supplies such as toner.	
513050	REPRODUCTION AND PRINTING - PRINTING SER	Printed copies on a "per copy" basis or for other printing and reproduction services. Department usage of Susilo or Questrom printers automatically charges here.	Pamphlets, brochures, banners
513060	PUBLICATIONS OF ARTICLES	Use for the fee associated with submitting an academic research paper for consideration by a publication.	
513400	NON-LIBRARY - BOOKS & PERIODICALS	For book purchases. Most, if not all, of the book purchases should be allocated here. You should never use 513200.	Books purchased for individual or office use
513500	TRAVEL - DOMESTIC	For domestic travel expenses. Concur expenses are typically mapped here.	
513510	TRAVEL - DOMESTIC - UNALLOWABLE	Examples include: alcohol, Development/Alumni & Admissions recruiting activities.	
513700	TRAVEL - FOREIGN	Used for travel expenses outside of the US, its territories and Canada.	
513710	TRAVEL - FOREIGN UNALLOWABLE	Examples include: alcohol, Development/Alumni activities, Admissions recruiting activities.	
513910	MEETING EXPENSE- STAFF/BUSINESS MEETINGS	For local, non-alcohol meetings expenses and meals. Typically, Concur expenses map here and require a list of attendees.	Pizza ordered from a team meeting paid with a travel card
513920	MEETING EXPENSE- UNALLOWABLE	For alcohol expenses from meetings and meals. Must be manually itemized in expense reports.	
513940	DUES & MEMBERSHIP	For individual, department, or school-wide dues paid to professional organizations.	A staff member pays for a membership to NACE (National Association of Colleges and Employers)
515000	CONTRACTED SERVICES- OTHER	For (contracted) services, including SAAS, that can't otherwise be assigned to more specific contracted services GL.	Salesforce, career fair rentals, Vmock, Canva, Mailchimp, Calendly

515015	CONTRACTED SERVICES-CONSULTING	For consultants.	Workshop leaders, copyeditors
516010	ADVERTISING/PUBLIC RELATIONS - UNALLOWAB	Advertising and public relations costs; unallowable as direct charges to federal grants and contracts. Typically only used by MarCom and Faculty Actions.	
516060	GIFTS- UNALLOWABLE	Gifts to employees or other individuals; may be taxable to the recipient. Unallowable on federally sponsored grants and contracts.	Birthday cards, thank you gift cards to student employees
516080	FLOWERS- UNALLOWABLE	Purchases of flower arrangements. Unallowable on federally sponsored grants and contracts.	Bereavement flowers, retirement flowers
516200	SOFTWARE LICENSE	Used for the purchase of software and ongoing software license costs. Only ITS will charge this GL.	
513900	CONF FEES PAID	For conference registrations.	
539999	NET CASH DISCOUNTS T	For early payment of invoices. You will never directly use this GL. This is automatically "charged" by Ariba.	WB Mason's payment terms are 2%10, Net 30. If we pay an invoice within 10 days, we get 2% off the invoice total.
579999	TRSF OUT OPERATING	For funds transfers out of the account. You will never directly use this GL except in a journal entry request form.	Giving a student club $500.
890100	ISR: CATERING	For catering services provided by on-campus vendors. You will never directly charge this GL.	Questrom Catering, Catering on the Charles
890170	ISR:EVNTS&CONF CAMPU	For events & conferences expenses charged by on-campus vendors. Typically, room rentals. You will never directly charge this GL.	Room rental fee for use of the 9th floor ballroom
890185	ISR: PARKING-GUEST P	For parking passes charged by BU Parking and Transportation. You will never directly charge this GL.	Guest passes
893279	ISR: IS&T HELP CENTE	For IS&T LETS expenses charged by IS&T. You will never directly charge this GL.	Microphones and speakers set up for an event
893290	ISR: IS&T TELECOM SE	For the phone system. You will never directly charge this GL.	
893600	FMP: CUSTODIAL	For facilities expenses charged by Facilities. You will never directly charge this GL.	Setting up tables for a career fair