

### Commonly Used GLs

510010	Supplies	Purchase of durable goods less than \$1,000. Examples include printers, scanners, iPads, staplers, name badges, binders and calculators.
510020	Consumable Supplies - Coffee/Water Services	Used for bottled water, coffee & tea and associated creamers and sweeteners. We use the vendor Quench for our water service.
510030	Consumable Supplies - Office	Purchase of single or limited use office supplies. Examples include paper, pens, markers, staples, cleaning supplies, candy and snacks.
510060	Consumable Supplies - Promotional items	Use for the purchase of custom promotional items with Questrom insignia such as t-shirts, water bottles, etc. One vendor we use for promotional items is Ellico Promotions.
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 C) items with a total cost of \$5,000 or more and a useful life less than 1 year Examples: individual computer and computer peripherals costing between \$1,000 and \$4,999.99 PER ITEM.
511910	Postage & Mail Service	University mail service automatically charged to departments based on usage.
511920	Postage & Mail- Bulk mail	Use for bulk mail charges.
511930	Postage & Mail - Freight & Shipping	Use for freight and shipping costs. Examples are UPS and FedEx.
513000	Reproduction & Printing	Fed Ex Kinko's orders are automatically charged to this G/L account. For all other printing/copying expenses, please use the most specific GL account possible.
513020	Reproduction and Printing-Printer Service	Use for costs to maintain or repair printers and copy machines.
513040	Reproduction and Printing-Printer/Copier	Use for purchases of printer or copy machine supplies such as toner.
513050	Reproduction and Printing-Printing Service	Use when purchasing printed copies on a "per copy" basis or for other printing and reproduction services. Should be used for copying of pamphlets, brochures, etc.
513060	Publication of Articles	Use for the fee associated with submitting an academic research paper for consideration by a publication.
513400	Non-Library - Books & Periodicals	For use by all Non-Library Departments for purchase of books & periodicals.
513500	Travel - Domestic	Travel Involving an overnight stay including accommodations, airfare, car rental and business meals associated with the trip. Concur is the system we use to reconcile our travel expenses. Domestic travel is defined as travel within and between the US and its territories and Canada.
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. See 513500 for more details of what is allowable.
513710	Travel - Foreign Unallowable	Examples include: alcohol, Development/Alumni activities, Admissions recruiting activities.
513910	Meeting Expense - Staff/Business Meetings	Use for meetings in connection with University business. Use for local department meetings. Please make sure to include a list of attendees.
513920	Meeting Expense - Unallowable	Examples include alcohol, Development/Alumni and Admissions activities. This is a reimbursable expense but should be accounted for in Concur.
513940	Dues & Membership	Membership fees paid to professional or technical organizations.
515000	Contracted Services - Other	Providing a service; such as, hiring a bus company to take students to an event. Please see other more specific GL's.
515015	Contracted Services - Consulting	Use for consulting services. An example of this would be use of Transcription Services.
516010	Advertising/Public Relations - Unallowable	Advertising and Public relations costs; unallowable as direct charges to federal grants and contracts.

516060	Gifts - Unallowable	Gifts to employees or other individuals; may be taxable to the recipient. Unallowable on federally sponsored grants and contracts.
516080	Flowers - Unallowable	Purchases of flower arrangements. Unallowable on federally sponsored grants and contracts.
516200	Software	Used for the purchase of software and ongoing software license costs. Should only be purchased through the IT Dept.
519999	Unclassified Expense	Use when an appropriate GL account cannot be defined. Use of this GL should be kept to a minimum. Examples of use: donations made to a company.