TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Please use the following account code key to determine which expense type should be utilized for your individual transactions.

**Food and Entertainment:** Expense Drawer with the following forms:

- **Beverages – Water/ Coffee/ Soft Drinks:** 7L0300
- **Business Meeting:** 7L0402
- **Conference Food:** 7L0406
- **Entertainment:** 7L0401
- **Flowers/ Decorations for Event:** 7L1100
- **Food for Pantry:** 731500
- **Food for Research:** 731500
- **Holiday Event:** 7L0404
- **Official Function:** 7L0403
- **Recruiting:** 7L0600
- **Retirement Events:** 7L0405
TTUHSC El Paso Chrome River PCard Expense Reference Sheet

**Dues/ Fees:** Expense Drawer with the following forms:

- **Insurance Premiums – Liability:** 720401
- **Membership Dues:** 720100
- **Other Fees:** 721000

**Professional Development:** Expense Drawer with the following forms:

- **Books:** 738200
- **Certificate Exam Fees:** 721000
- **Conference/ Seminar:** 720300
- **Continuing Education:** 720100
- **License Fees:** 721000
- **Publications:** 738200
- **Reference Materials:** 738200
- **Registration Fees:** 720300
- **Training Education:** 721300
TTUHSC El Paso Chrome River PCard Expense Reference Sheet

**Operating Expenses:** Expense Drawer with the following forms:

Building Maintenance/ Repair: 726600

Consumables (Account Code List)
- Consumables: 730000
- Medical Supplies: 731200

Copies/ Printing: 727300

Electronic Subscriptions/ Journals (Account Code List)
- Electronic Subscript Serv/ Database: 727606
- Electronic Subscript Serv/ Journal: 727604
- Subscript/ Periodical/ Info Svcs: 730300

Freight/ Postage (Account Code List)
- Freight Charges: 728603
- Postage: 729100

Furnishings/ Equipment/ Other Expensed (Account Code List)
- Dental Equipment Expensed: 733402
- Furnish/ Equip and Other Expensed: 733400
- Medical Equipment Expensed: 733401
- Misc Equipment Expensed: 733404
- Office Furniture Expensed: 733403
TTUHSC El Paso Chrome River PCard Expense Reference Sheet

**Operating Expenses:** Expense Drawer with the following forms:

**IT Service Supplies (Account Code List)**
- Comp Software/ License Fee Expensed: 738000
- Comp Equipment Expensed: 737700
- Comp Equipment Maint/ Repair: 726700
- Comp License Fees Expensed: 738002
- Comp Software: 726200
- Comp Software Expensed: 738001
- Information Technology Svcs: 727500
- Parts Comp Equipment Expensed: 733500
- Satellite Svcs: 727602

**Maintenance/ Repair (Account Code List)**
- Dental Equipment Repair: 736703
- Medical Equipment Calibration: 736702
- Medical Equipment Repair: 736701
- Other Maintenance and Repair: 736700
- Mortuary Services: 729901
- Recruitment Advertising Services: 728100
- Rental Furnishings/ Equipment: 740600
TTUHSC El Paso Chrome River PCard Expense Reference Sheet

**Miscellaneous:** Expense Drawer with the following forms

- **Agency Publications:** 721800
- **Awards Employees Only (Account Code List)**
  - Awards Non Taxable: 721102
  - Retirement Only: 721104
- **Awards – Non Employees Only:** 721101
- **Booth Rental:** 747000
- **Disputed Charge:** 130617 (Balance Account for Reconciliation)
- **Flowers for Employees:** 721101
- **Non-Reimbursable:** 130617 (Balance Account for Reconciliation)
- **Prescription Pads:** 727300
- **Promotional Items:** 730900
- **Miscellaneous/ PCard (Account code list)**
  - Non Reimbursable Sales Tax: 130617 (Balance Account for Reconciliation)

**Itemization:** Account codes is dependent on expense type