



**Common Expense Accounts Used For Administrative Purchasing**

<b>Account</b>	<b>Description</b>	<b>Account Notes</b>
7050	Advertising	
7060	Entertainment	
7090	Meals-Non Travel	
7095	Prizes and Awards	
7130	Dues & Fees-Membership	
7132	Dues & Fees-Conferences & Seminars	
7135	Dues & Fees-Registration	
7162	Rent-Equipment	
7164	Rent-Room	
7210	Repairs-General	Often Charged By SUU Facilities
7220	Repairs-Other	Often Charged By SUU Facilities
7250	Maintenance-Building	Often Charged By SUU Facilities
7260	Maintenance Contracts	
7305	Services-General	Often Used For Internal SUU Services
7315	Services-External Printing	
7320	Services-Internal Printing	Often Charged By SUU Copy Shop
7340	Computer Non-Capital	All Computer Package/Laptop Purchases
7341	Computer Accessories	Monitors, Printers - Purchased Separately
7345	Software Licenses	
7347	Software Maintenance	
7349	Software Purchases	
7350	Supplies-Educational	
7355	Supplies-Gas, Oil & Grease	Often Charged By SUU Motor Pool
7360	Supplies-Office	
7361	Supplies-Purchasing Card	P-Card Default Acct / Should Be Zero
7362	Supplies-Other	
7365	Supplies-Paper	Often Charged by SUU Purchasing
7367	Supplies-Toner	
7368	Supplies- Other Non Capital \$3-5K	Single Items Between \$3-5K
7372	Supplies-Postage	
7380	Supplies-Uniforms	
7510	Travel Out-of-State	
7520	Motor Pool Out-of-State	Charged By SUU Motor Pool
7530	Travel International	
7560	Travel In-State	
7570	Motor Pool In-State	Charged By SUU Motor Pool
7740	Equipment	Capital Purchases - Single Items > \$5K
7750	Vehicles	Vehicle Purchases - Dept Vehicles