

Allowable Expenses

4010	Supplies Office General	5655	Off campus postal services
4011	Supplies Paper Goods/Janitorial	4013	Research supplies
4012	Supplies Education	4085	Non Inventory Furnishings/Equip
4013	Supplies Research	5750	Office Furnishings/Equip
4014	Supplies other	6366	Participant Costs (students) Tuition
4020	Supplies Computer Consumables	6367	Participant Costs (students) Fees
4025	Subscriptions/Periodicals	6368	Participant Costs (students) Books
5215	Employee training/Registration fees	6369	Participant Costs (students) Materials
5230	Employee License/Cert. fees	6374	Participant Costs (students) Other
5241	Non-employee gifts	5511	Maint. & Repair for PV vehicles only
5616	Reproduction, Scan, Imaging	5512	Maint. & Repair for PV equip. only
5617	Production of Publications	6339	Meals (with 5 W's) non business meal
6335	Plants/Flowers – Other expense – Local only	6340	Meals (with 5 W's) Business meal

Allowable Expenses - **prior approval required**

Expense:

6335 Gift Cards
 Numerous Controlled Items/Fixed Assets
 Numerous Any purchase over \$5,000
 Numerous Promotional - PVAMU Seal
 4056 Fertilizers
 4058 Pesticides
 6341 Alcohol
 5211 Membership Professional
 5212 Membership Country Club/Civic
 5213 Membership Fees/Other
 5716 Any Software

Department Approval needed from:

Disbursement Services
 Fixed Assets
 Contracts Department
 Marketing Department
 Risk Management and Safety
 Risk Management and Safety
 VP approval
 Membership Justification form
 Membership Justification form
 Membership Justification form
 ISO Software Review Form approval