

Procurement Card Expense Type Options

1. Supplies - Consumables

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| 4010 Supplies - Office General |
| 4011 Supplies - Paper Goods & Janitorial |
| 4012 Supplies - Education |
| 4013 Supplies - Research |
| 4014 Supplies - Other |
| 4016 Supplies - Storeroom |
| 4020 Supplies - Computer Consumables |
| 4025 Subscriptions, Periodicals |
| 4030 Fuels And Lubricants - Other |
| 4035 Fuels And Lubricants - Aircraft |
| 4036 Fuel - Gasoline |
| 4037 Fuel - Diesel |
| 4038 Fuel - Propane |
| 4039 Supplies - Gases |
| 4040 Supplies - Chemicals & Gases ** |
| 4045 Supplies - Medical |
| 4055 Supplies - Farm, Ranch & Nursery |
| 4056 Fertilizer ** |
| 4057 Supplies - Packing |
| 4058 Pesticides ** |
| 4060 Supplies - Roads & Highways |
| 4065 Parts - Motor Vehicles |
| 4066 Parts - Machinery And Equipment |
| 4067 Parts - Marine Equipment |
| 4068 Parts - Tractors |
| 4070 Plants (LANDSCAPING USE) |
| 4075 Supplies - Shop And Industrial |
| 4076 Supplies - Building |
| 4077 Supplies - Landscaping |
| 4080 Fabrics And Linens |
| 4090 Supplies - Computer Parts |

2. Food

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|---|
| 4050 Food Purchases (Rsrch, Smnrs, Tchg) |
| 4051 Food Purchases (Research Only) |
| 6338 Food - Catering Services |
| 6339 Food - Purchases(Not Business Meals) |
| 6340 Food - Business Meals |

6341 Food - Alcohol Purchases - Approved Accts **

3. Other Expense

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|---|
| 2110 Sales Tax Payable |
| 5211 Membership Dues-Professional Org. * |
| 5212 Membership Dues-Country Club/Civic * |
| 5213 Membership Dues/Fees - Other * |
| 5215 Employee Training - Regis. Fees |
| 5220 Insurance Premiums |
| 5230 Employee License/Cert & Fees-Other |
| 5231 Service Charges |
| 5232 Credit Card Collection Expense |
| 5233 Fees - Demurrage |
| 5236 Athletic/Performing Arts Tickets |
| 5240 Employee Awards |
| 5241 Non-Employee Gifts |
| 5242 Promotional Purchases (Authorized) |
| 5245 Visa Processing Fee |
| 5310 Filing Fees - Documents |
| 6010 Grants - Senior Colleges And Univ |

...5. Services

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| 5425 Medical Services |
| 5430 Veterinary Services ** |
| 5434 Lecturers - Travel Exp W/Receipts |
| 5435 Lecturers - Higher Education |
| 5453 Other Professional Services |
| 5455 Prof'l Svcs-Subcontr/Contr>\$25,000 |
| 5460 Prof'l Svcs W/ Receipts (Not 1099) |
| 5610 Hazard Waste Disposal Svcs-External |
| 5615 Photographic Services |
| 5616 Svcs - Reproduction, Scan, Imaging |
| 5617 Production Of Publications & Adv |
| 5620 Temporary Support Services |
| 5625 Computer Prog Serv-Tamu Cis |
| 5626 Computer Prog Serv-Not Tamu Cis |
| 5630 Communication Services |
| 5634 Sponsorships |
| 5635 Cleaning Services |
| 5641 Advertising Services - All Other |
| 5643 Dna Sequencing |
| 5646 Data Proc Emplt Serv - Not Tamu Cis |
| 5648 Data Proc Rentl Serv - Not Tamu Cis |
| 5650 Freight/Delivery Services |
| 5651 Accreditation Services |
| 5653 Contracted Services - Framing |
| 5654 Contracted Services - Lab Testing |
| 5655 Postal Services |
| 5656 Contracted Services - Towing |
| 5660 Criminal And Civil Invest Exp |
| 5662 Contracted Services-Embroidery/Alts |
| 5663 Contracted Services - Engraving |
| 5664 Contracted Services - Entertainment |
| 5665 Contracted Services-Research Collab |
| 5667 Contracted Services - Research Subj |
| 5670 Other Contracted Services # |
| 5671 Extermination Services |
| 5672 Security Services |
| 5674 Electronic Media Services |
| 5676 Graphic Services |
| 5678 Contracted Svcs-Internet Web Design |
| 6. Rent/rental |
| 5810 Rental Of Tools And Equipment |
| 5811 Rental Of Office Equipment |
| 5813 Rental Of Containers |
| 5820 Rental Of Computer Equipment |
| 5825 Rental Of Copying Machines |
| 5830 Rental Of Computer Software |
| 5835 Rental Of Reference Material |
| 5840 Rental Of Motor Vehicles |
| 5842 Rental Of Hotel Room/Conf Facility ** |
| 5860 Rent Office Bldg/Space Offsite |
| 5864 Rent Other Space Onsite |
| 5865 Rent Service Bldg Offsite |
| 5866 Rent Exhibit Space Onsite |
| 5869 Rent Storage Space Offsite |
| 5870 Rent Other Space Offsite #** |
| 5871 Rent Exhibit Space Offsite |

PVAMU System unallowable

* approval form needed

** approval email needed

only special circumstances

should not be used - call x1736

6020 Grants - Community Service Programs
 6025 Grants - Conferences And Seminars
 6030 Grants - Student Stipends On Spr
 6031 Grants - Travel & Other Related Exp
 6034 Stipends For Spons Research-Teacher

6333 Contract Equipment/Data-Noncapital
 6335 Other Expenses - Local Only

...3. Other Expense

6336 Contract Equipment/Data-Capital
6375 Services For Conference Expenses
6376 Materials For Conference Expenses

6901 Items Purchased For Resale
 8510 Library Books & Materials-Depr
 8512 Library Books & Materials-Nondepr
8733 CIP - Fabrication Of Equipment

4. Non-Inventory Equipment

4085 Furnishings & Equipment (Non-Inven)
 4086 Furnishings & Equip - Research
 5750 Office Furn And Equip - \$0-4,999.99
 5751 Medical & Lab Equip - \$0-4,999.99
 5752 Institut Furn & Equip - \$0-4,999.99
 5753 Shop And Indust Equip - \$0-4,999.99
5754 Marine Equipment - \$0-4,999.99
 5755 Uniforms And Clothing - \$0-4,999.99
 5760 Pc Peripherals/Add Ons \$0-4,999.99
5761 Computer Software Expensed *
 5765 Educ Books, Film & Ref - \$0-4,999.9
5767 Purchase Of Animals - \$0-4,999.99
5770 Telecom - Equip Purch - \$0-4,999.99
5772 Fabrication Of Equip - \$0-4,999.99
 5780 Stereo Systems \$500-4,999.99
 5781 Cameras \$500.00-4,999.99
 5782 Vcr's/Tvs/Camcorders \$500-4,999.99
 5787 Computers (Micro) \$500.00-4,999.99
 5799 Oth Ctrl Assts-Agy Ct \$500-4999.99

5. Services

5350 Consultant Services - Other
 5410 Educational/Training Services
 5420 Legal Services

5873 Rent System Aircraft Space

7. Repair & Maintenance

5510 M&R - Marine Equipment
 5511 M&R - Motor Vehicles
 5512 M&R - Machinery And Equipment
 5513 M&R - Medical Equipment

...7. Repair & Maintenance

5514 M&R - Tractors
 5520 M&R - Cmptr Software - Tamu Cis
 5521 M&R - Cmptr Software - Not Tamu Cis

5530 M&R - Buildings **
5535 M&R - Cmptr Equip - Tamu Cis **
5536 M&R - Cmptr Equip - Not Tamu Cis **
5543 M&R - Facilities&Other Improvements **

8. Participant Costs

6365 Participant Costs - Conf & Short Cs
 6366 Participant Costs - Tuition
 6367 Participant Costs - Fees
 6368 Participant Costs - Books
 6369 Participant Costs - Materials
6373 Participant Costs - Direct bill
 6374 Participant Costs - Other
6377 Training - Non-State Employees

9. Telecommunications/Utilities

5010 Electricity
 5015 Natural And Liquified Petroleum Gas
 5020 Water
5023 Storm Drainage
 5025 Other Utilities
 5030 Solid Waste Disposal
 5031 Waste Water Disposal/Treatment
 5115 Telecom-Monthly Charge
 5120 Telecom-Parts And Supplies
 5125 Telecom-Maintenance And Repair
 5130 Telecom-Other Service Charges
 5140 Telecom-Equipment Rental
5155 Telecom-Cable

Lodging

Hotel Tax

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Notes:

Flowers/Plants for bereavement/congrats/etc - Local other -6335 *Except for athletics*
 Toner for printers - Computer consumables - 4020
 Business Cards/printing of flyers/etc. - Reproduction, Scan, Imaging - 5616