

## Account Reminders

### Supplies (7800-7809): should **NOT** include water, coffee, snacks, or flowers

- Water – use account 7369: Beverages\*
- Coffee/soda/tea – use account 7369: Beverages\*  
\*All beverages must be Pepsi products when using University funds.
- Snacks/candy – use account 7360: Guest Care-Entertainment
- Flowers – use account 7360: Guest Care-Entertainment or 7368: Flowers/memorial

### Equipment (7970-7976): should **NOT** include items < \$5,000 per unit

- Use supplies accounts for items under the \$5,000 threshold
  - 7800: Office Supplies and 7809: General Supplies can be used for most items
  - 7819: General IT Supplies can be used for IT items under \$5,000 each

### Membership and Dues (7540): should **NOT** include conferences/workshops

- Conferences – use account 7870: Travel-Staff or 7875: Registration Fees-Conferences
- Workshops – use account 7870: Travel-Staff or 7876: Registration Fees-Training

### Helpful Accounts:

- 7140: Awards
- 7320: Decorations and Displays
- 7340: Donations
- 7350: Engraving and Art
- 7600: Periodicals/Newspaper, Dept Book
- 7840: Tickets and Invitations

### Other Information:

- Transaction Notes for the Pcard should **always** include a description of the goods/service.
- Pcard transactions are reviewed in Payment Net every month before they are uploaded to Banner and Purchase/Check Requests are reviewed by the Controller's Office daily to ensure that the correct account is used. **Changes will be made for incorrect account usage** (changes will be noted in the Transaction Notes field in Payment Net for Pcards).
- Purchases made at superstores/grocery stores **must have a clear description of what is being purchased**; otherwise, the account will be changed to 7360.
  - Please reference the "Coding and Review of Pcard Transactions" section on the Internal Audit webpage:  
[https://www.udayton.edu/finadmin/financial/audit/p\\_card.php](https://www.udayton.edu/finadmin/financial/audit/p_card.php).
- Give-away items/gift cards for students, employees, and guests should be coded to 7360.
- If you have any questions regarding account usage, please contact Christine Comer at x93495, [ccomer1@udayton.edu](mailto:ccomer1@udayton.edu) or Kathleen Berger at x92941, [kberger1@udayton.edu](mailto:kberger1@udayton.edu)

For additional resources, please reference the Controller's Office webpage:  
<https://www.udayton.edu/finadmin/financial/controller/resources.php>