# 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.
- 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 or Kathleen Berger at x92941, kberger1@udayton.edu

For additional resources, please reference the Controller’s Office webpage: [https://www.udayton.edu/finadmin/financial/controller/resources.php](https://www.udayton.edu/finadmin/financial/controller/resources.php)