

# Account Reminders

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

- Water – use account 7360: Guest Care-Entertainment or 7369: Bottled drinking water  
\*All beverages must be Pepsi products when using University funds\*
- Coffee/soda/tea – use account 7360: Guest Care-Entertainment
- 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

## Other 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 being used. Changes will be made for incorrect account usage (changes will be noted in the Transaction Notes field for Pcards).
- Purchases made at superstores or grocery stores need to have clear descriptions of what is being purchased, otherwise the account will be changed to 7360.
- Give-away items for students/employees should be coded to 7360: Guest Care-Entertainment and a list of names and social security numbers should be submitted to the Controller's Office for any items over \$40.
- If you have any questions regarding account usage, please contact Christine Comer at x93495 or Kathleen Berger at x92941