

## Banner Expense Account Codes

\* Please use the Banner look-up feature if you need to use an account code not listed \*

### EXPENSES

Banner Account Code	Account Code Description	Banner Account Code	Account Code Description	Banner Account Code	Account Code Description
<b>TELEPHONE</b>		<b>SUPPLIES</b>		<b>MINOR EQUIPMENT LESS THAN 5000</b>	
71021	Telephone Long Dist Data Cell Conf	71111	Office Supplies	71351	Minor Equipment < \$5000
71022	Telephone WU Landlines	71112	Follett Supplies	71352	IT Minor Equipment < \$5000
		71113	Follett Contra	71372	Lease Cost 12 Month or Less
		71114	Educational Supplies		
		71115	Technology Supplies and Software	<b>FIXED CHARGES</b>	
<b>REPAIRS</b>		71116	Food Supplies	71365	Rent Equip
71024	Repairs Equipment & Motor Pool	71117	Medical Supplies	71366	Rent Other
71025	Repairs Building	71119	Motor Pool Supplies		
		71120	Other Supplies	<b>OTHER DIRECT OPERATING EXPENSES</b>	
				71391	Membership Dues
<b>PRINTING AND ADVERTISING</b>		<b>MAINTENANCE SUPPLIES</b>		71392	Taxes and Licenses
71041	Printing Winthrop Prepared	71131	Maintenance Supplies	71393	Other Costs and Losses
71042	Printing Outside Prepared	71132	Clothing and Dry Goods	71394	Motor Pool Transfers
71043	Advertising Costs	71133	Custodial Services		
		<b>COPYRIGHTED MATERIAL</b>		<b>CAPITAL EQUIPMENT BUDGET ACCOUNT ( &gt; \$5000)</b>	
<b>CONTRACTUAL SERVICES</b>		71321	Copyrighted Material	74020	Medical Sci Lab Equip
71063	Guarantee Expenses	71322	Books	74025	Household Equipment
71065	Consultant Fees	71323	Subscriptions	74030	Motor Vehicles
71066	Food Services	71324	Research Materials	74035	Grounds Equipment
71070	Maintenance	71325	Audio Visual	74040	Office Equipment
71073	Education and Training			74045	Educational Equip
71074	Campus Services Contra			74050	ADP Equipment
				74060	Other Equipment
71075	Contract Services Other	<b>POSTAGE EXPENSE</b>		74070	Musical Equipment
		71331	Postage	74075	Fixed Equipment
<b>CAPITAL LEASES &gt; \$5000</b>		71332	Metered Mail	74080	Comm and IT Equip
74520	Capital Lease Exp Equipment	71334	Express Mail	74115	Furniture and Fixture
74530	Capital Lease Exp Vehicles	71336	Freight Charges	74120	Software Over 100K

### TRAVEL

Banner Account Code	Account Code Description	Banner Account Code	Account Code Description	Banner Account Code	Account Code Description
<b>STUDENT TRAVEL</b>		<b>EMPLOYEE TRAVEL IN STATE</b>		<b>RECRUITING TRAVEL BY EMPLOYEES IN STATE</b>	
71505	Student Travel	72015	Emp In State Registration	72315	Rec In State Registration
71510	Student Travel for Research	72020	Emp In State Gas Parking Other	72320	Rec In State Gas Parking Other
71520	Athletic Team Travel	72025	Emp In State Meals Taxable	72325	Rec In State Meals Taxable
71530	Student Athletes Foreign Travel	72030	Emp In State Meals	72330	Rec In State Meals
		72035	Emp In State Mileage	72335	Rec In State Mileage
		72040	Emp In State Lodging	72340	Rec In State Lodging
<b>NON EMPLOYEE TRAVEL</b>		72045	Emp In State Rental Car	72345	Rec In State Rental Car
71555	Non Employee Registration	<b>EMPLOYEE TRAVEL OUT OF STATE</b>		<b>RECRUITING TRAVEL BY EMPLOYEES OUT OF STATE</b>	
71560	Non Employee Travel	72115	Emp Out of State Registration	72415	Rec Out of State Registration
71565	Non Employee Recruit In State	72120	Emp Out of State Gas Park Oth	72420	Rec Out of State Gas Park Oth
71570	Non Employee Recruit Out of State	72125	Emp Out of State Meals Taxable	72425	Rec Out of State Meals Taxable
		72130	Emp Out of State Meals	72430	Rec Out of State Meals
<b>OTHER TRAVEL</b>		72135	Emp Out of State Mileage	72435	Rec Out of State Mileage
72615	Employee Interview Travel	72140	Emp Out of State Lodging	72440	Rec Out of State Lodging
72620	Moving Expense	72145	Emp Out of State Rental Car	72445	Rec Out of State Rental Car
		72150	Emp Out of State Airline	72450	Rec Out of State Airline
		<b>EMPLOYEE TRAVEL FOREIGN</b>		<b>RECRUITING TRAVEL FOREIGN</b>	
		72215	Emp Foreign Travel	72515	Rec Foreign Travel