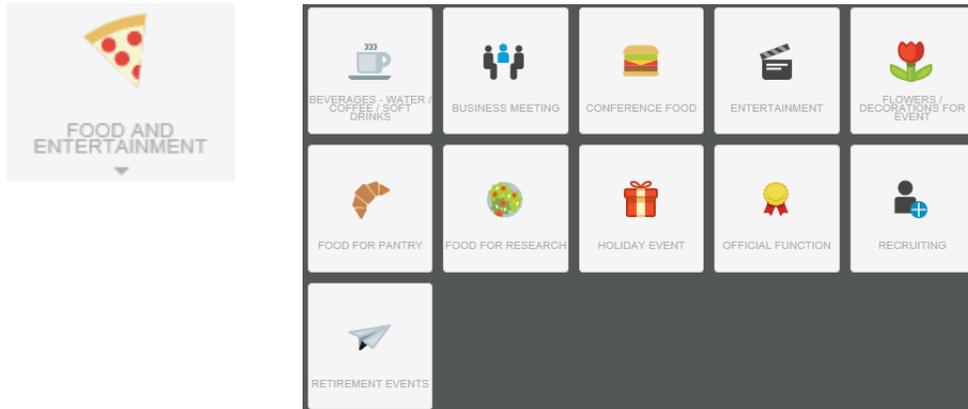


TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Please use the following account code key to determine which expense type should be utilized for your individual transactions.

Food and Entertainment: Expense Drawer with the following forms:



Beverages – Water/ Coffee/ Soft Drinks: 7L0300

Business Meeting: 7L0402

Conference Food: 7L0406

Entertainment: 7L0401

Flowers/ Decorations for Event: 7L1100

Food for Pantry: 731500

Food for Research: 731500

Holiday Event: 7L0404

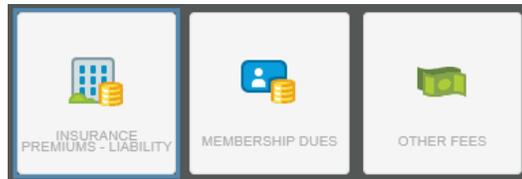
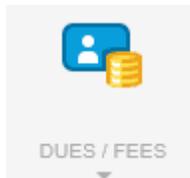
Official Function: 7L0403

Recruiting: 7L0600

Retirement Events: 7L0405

TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Dues/ Fees: Expense Drawer with the following forms:

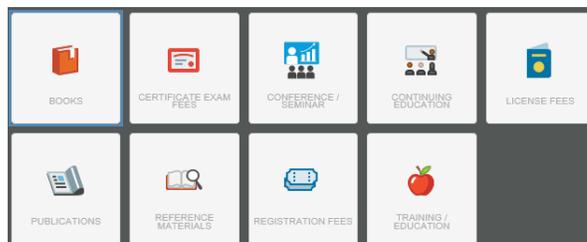


Insurance Premiums – Liability: 720401

Membership Dues: 720100

Other Fees: 721000

Professional Development: Expense Drawer with the following forms:



Books: 738200

Certificate Exam Fees: 721000

Conference/ Seminar: 720300

Continuing Education: 720100

License Fees: 721000

Publications: 738200

Reference Materials: 738200

Registration Fees: 720300

Training Education: 721300

TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Operating Expenses: Expense Drawer with the following forms:



Building Maintenance/ Repair: 726600

Consumables (Account Code List)

- Consumables: 730000
- Medical Supplies: 731200

Copies/ Printing: 727300

Electronic Subscriptions/ Journals (Account Code List)

- Electronic Subscrip Serv/ Database: 727606
- Electronic Subscrip Serv/ Journal: 727604
- Subscrip/ Periodical/ Info Svcs: 730300

Freight/ Postage (Account Code List)

- Freight Charges: 728603
- Postage: 729100

Furnishings/ Equipment/ Other Expensed (Account Code List)

- Dental Equipment Expensed: 733402
- Furnish/ Equip and Other Expensed: 733400
- Medical Equipment Expensed: 733401
- Misc Equipment Expensed: 733404
- Office Furniture Expensed: 733403

TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Operating Expenses: Expense Drawer with the following forms:



IT Service Supplies (Account Code List)

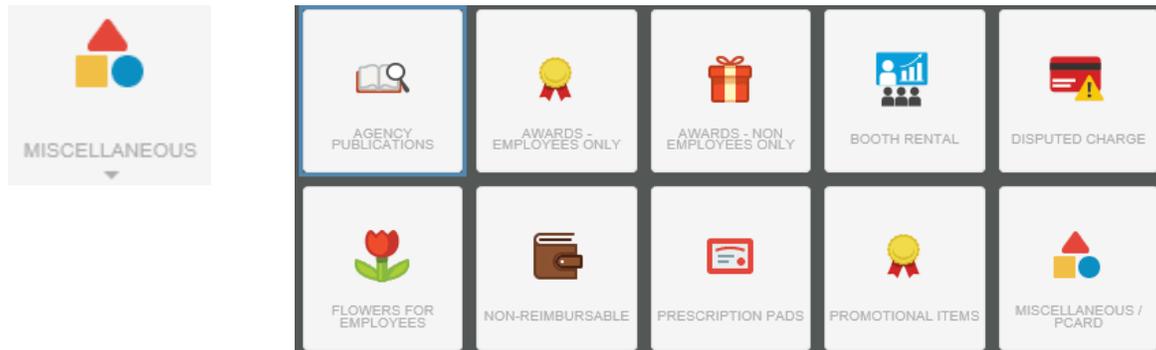
- Comp Software/ License Fee Expensed: 738000
- Comp Equipment Expensed: 737700
- Comp Equipment Maint/ Repair: 726700
- Comp License Fees Expensed: 738002
- Comp Software: 726200
- Comp Software Expensed: 738001
- Information Technology Svcs: 727500
- Parts Comp Equipment Expensed: 733500
- Satellite Svcs: 727602

Maintenance/ Repair (Account Code List)

- Dental Equipment Repair: 736703
- Medical Equipment Calibration: 736702
- Medical Equipment Repair: 736701
- Other Maintenance and Repair: 736700
- Mortuary Services: 729901
- Recruitment Advertising Services: 728100
- Rental Furnishings/ Equipment: 740600

TTUHSC El Paso Chrome River PCard Expense Reference Sheet

Miscellaneous: Expense Drawer with the following forms



Agency Publications: 721800

Awards Employees Only (Account Code List)

- Awards Non Taxable: 721102
- Retirement Only: 721104

Awards – Non Employees Only: 721101

Booth Rental: 747000

Disputed Charge: 130617 (Balance Account for Reconciliation)

Flowers for Employees: 721101

Non-Reimbursable: 130617 (Balance Account for Reconciliation)

Prescription Pads: 727300

Promotional Items: 730900

Miscellaneous/ PCard (Account code list)

- Non Reimbursable Sales Tax: 130617 (Balance Account for Reconciliation)

Itemization: Account codes is dependent on expense type



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ITEMIZATION