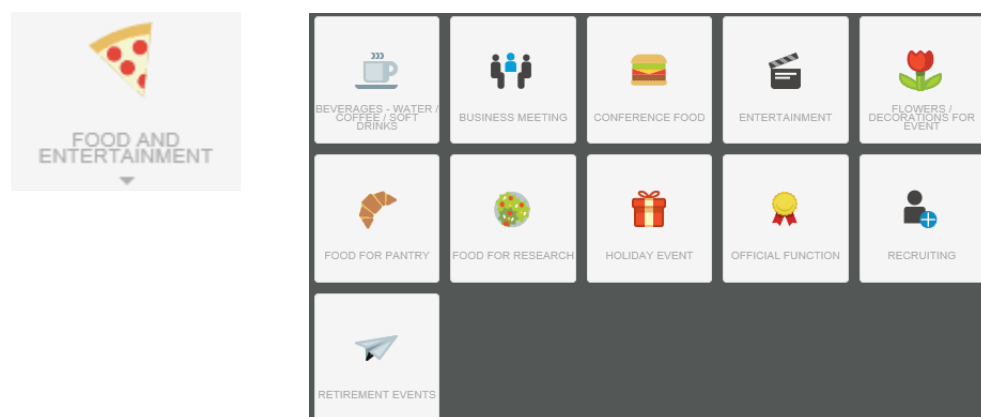


## **TTUHSC El Paso Chrome River PCard Expense Reference Sheet**

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: 7L0401

Food for Research: 731500

Holiday Event: 7L0404

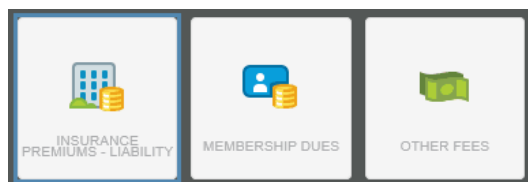
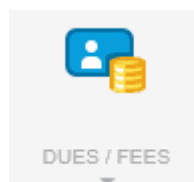
Official Function: 7L0403

Recruiting: 7L0600

Retirement Events: 7L0405

## **TTUHSC El Paso Chrome River PCard Expense Reference Sheet**

**Dues/ Fees:** Expense Drawer with the following forms:

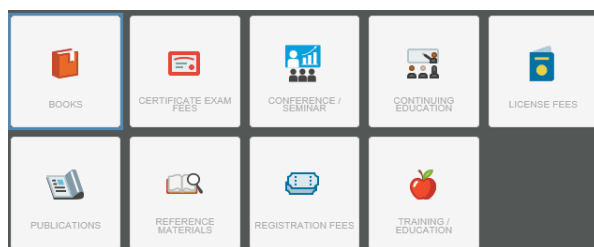


Insurance Premiums – Liability: 720401

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: 724300

License Fees: 721000

Publications: 721000

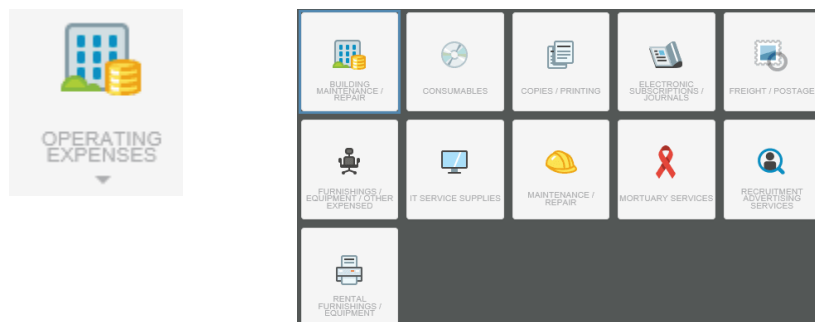
Reference Materials: 738200

Registration Fees: 720300

Training Education: 724300

## **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)**

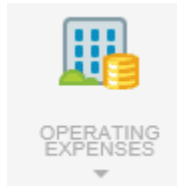
- Freight Charges: 728600
- Postage: 729100

**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)**

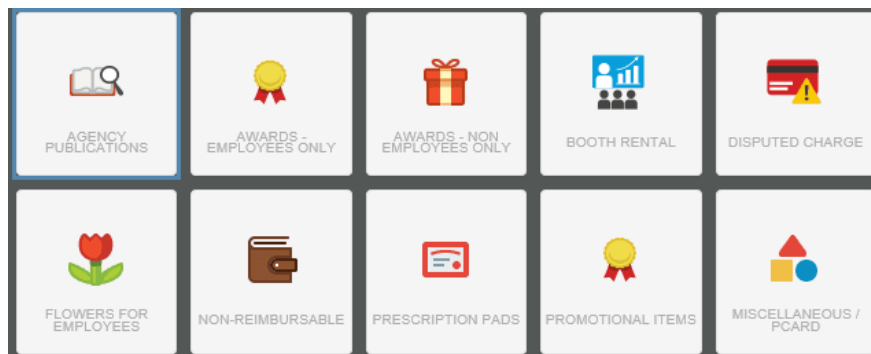
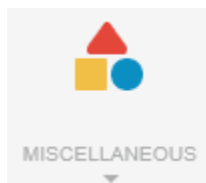
- Comp Software/ License Fee Expensed: 738000
- Comp Equipment Expensed: 737700
- Comp Equipment Maint/ Repair: 726700
- Comp License Fees Expensed: 738002
- Comp Software Maintenance: 726200
- Comp Software Expensed: 738001
- Information Technology Svcs: 727500
- Parts Comp Equipment Expensed: 733500
- 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: 721102

Awards – Non Employees Only: 721101

Booth Rental: 728101

Disputed Charge: 130617 (Balance Account for Reconciliation)

Flowers for Employees: 7L1100

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

