

UTD Frequently Used Sub Codes
revised 06-01-05

Contract & Grant related subcodes:		M&O related subcodes:	
Computer Equipment \$1000 - \$4999	6925	Advertising (employment)	4281
Entertainment expenses	6325	Advertising (UTD programs)	4218
Equipment \$1000 - \$4999	6924	Awards, service/achievement	4211
Furnishings & Equipment, not capitalized	6924	Books	4382
Payments over \$25,000 on subcontracts	6303	Chemicals	4310
Payments up to \$25,000 on subcontracts	6302	Communication Services	4275
Software \$1000 - \$4999	6926	Computer Equipment < \$500	4335
(Controlled Assets \$500 - \$999 use code type below)		Computer Equipment maintenance	4267
		Consumables, prizes, giveaways	4300
		Entertainment expenses	6314
Non Capital Controlled Asset related subcodes:		Equipment, maintenance	4260
A/V equipment \$500 - \$4999	4601	Equipment, operating leases CALL PROP ADMIN	4413
Balances \$500 - \$4999	4374	Equipment, parts	4330
Cameras all types \$500 - \$4999	4601	Equipment, rental	4413
Centrifuges & Rotors \$500 - \$4999	4374		
Computers \$500 - \$4999	4603	Extended Warranties Computers (not capital when clearly identifiable)	4262
Fax machines \$500 - \$4999	4600	Extended Warranties Equipment (not capital when clearly identifiable)	4260
Firearms \$1 - \$4999 CALL PROP ADMIN	4602	Fees and other charges	4210
Incubators & Accessories \$500 - \$4999	4374	Floral arrangements	6314
Microscopes & Accessories \$500 - \$4999	4374	Food for meetings	6325
Musical Instruments	4374	Food for seminars and teaching	4315
Oscilloscopes \$500 - \$4999	4374	Furnishings & Equipment, not controlled	4334
Printers \$500 - \$4999	4603	Hardware	4328
		Laboratory Equipment if not Controlled Asset type or <\$500	4330
		Lecturers	4252
Artwork ALL COSTS	7003	License Renewal (software)	4381
Computer Equipment \$5000+ per unit	6910	Long-distance telephone charges	4503
Equipment \$5000+ per unit	6912	Maintenance Agreements Computers (not capital when clearly identifiable)	4262
Equipment Fabrication, CALL PROP ADMIN	6905	Maintenance Agreements Equipment (not capital when clearly identifiable)	4260
Equipment, capital leases CALL PROP ADMIN		Memberships	4201
General rule use 87%	6920	Office Supplies	4301
13%	6346	Parts, furnishings and equipment	4330
Firearms \$5000+ per unit CALL PROP ADMIN	6912	Petty Cash reimbursements	4212
Furnishings \$5000+ per unit	6912	Postage/stamps	4291
Motor vehicles \$5000+ per unit (for carts and tractors \$5K+ use 6912)	6915	Printing/reproduction charges	4273
		Procurement Card Charges*	4327
		Purchased Contracted Services, not lecturers	4299
Travel related subcodes:		Registration fees	4203
Field trips	6327	Relocation expenses for new hires	6328
Foreign travel (outside US, Canada, Mexico)	4181	Repairs and renovations of buildings	4266
In-state expenses over per-diem**	4104	Repairs and renovations of equipment	4260
In-state incidental expenses	4105	Royalty payments	4225
In-state meals and lodging	4106	School catalogs	4303
In-state personal mileage	4102	Shipping charges (should not be charged separately if for capital items, include with capital total)	4286
In-state transportation	4101	Software < \$5000	4380
Non-employee student travel	6331	Software license renewal	4381
Out-of-state expenses over per-diem**	4114	Software maintenance	4262
Out-of-state incidental expenses	4115	Subscriptions	4303
Out-of-state meals and lodging	4116	Temporary Employment Services	4274
Out-of-state personal mileage	4112	Tools	4334
Out-of-state transportation	4111	Website subscription services	4276
Prospective employee travel	4131	Wireless phone charges	4516

* This subcode cannot be used on 2xxxxx or 6xxxxx accounts.

** Requires approval of the Senior Vice President for Business Affairs

PROPERTY ADMINISTRATION ext. 2150