

<u>Accounts</u>	<u>Account Description</u>	<u>Account Notes</u>	<u>CC Use Authorized</u>	<u>General Notes</u>
15060	Inventory Plant Supply	Warehouse inventory by Physical Plant only	Limited	Physical Plant only
73110	Instate Fac Staff Stu		Yes	
73210	Outstate Fac Staff Stu		Yes	
73310	Teams and Groups Instate	Non Athletic	Yes	
73330	Athl Team Travel Instate		Yes	
73410	Teams and Grps Out of State	Non Athletic	Yes	
73430	Athl Team Travel Out of State		Yes	
73510	Visitors Instate	In State visitors coming to APSU (example: Athletic recruit)	Yes	Anyone traveling to APSU (not staff, not student, not faculty)
73610	Visitors Out of State or Country	Out of State visitors coming to APSU	Yes	
73710	Moving Expenses	Only when authorized by HR	Yes	Must have documentation that the expense is approved
73810	Instate Ath Coach Recruit	Athletic coach traveling on recruiting business	Yes	
73820	Outstate Ath Coach Rec	Athletic coach traveling on recruiting business	Yes	
73900	Other Travel	Conference registration	Yes	travel to conference (in OR out of state)
74120	Printing of Supplies Outside Instit	General (paper) printing of forms, letterhead, business cards, envelopes, etc.	Limited	With prior approval
74190	Other Printing-includes logo items	Other printing—including printing of t-shirts, cups, pens, yard signs, etc.	Limited	With prior approval
74230	Postal Charges	Postage using the US Postal Service	Limited	
74240	Freight and Express Charges	Freight (non US Postal Service mailing/shipping expense such as UPS, FedEx, or truck freight svc.)	Limited	
74310	Equipment Maintenance		Limited	With prior approval. Contract preferred - contact Procurement
74320	Building Maintenance	Fixtures, repairs, roof, floors, carpet, etc.	Limited	With prior approval. Contract preferred - contact Procurement
74330	Maintenance of Grounds	Maintenance of grounds.	Limited	With prior approval. Contract preferred - contact Procurement
74390	Other Maintenance and Repairs	Items purchased specifically to fulfill a work order	Limited	With prior approval. Contract preferred - contact Procurement
74392	Data/Phone Maintenance	Maintenance of Phone and Data Ntwk	Limited	Exception - IT
74430	Software Maintenance	Software purchases/maintenance/technical support agreements <i>is subject to OIT approvals.</i>	Limited	Exception - discuss with Contract & Procurement (for approval)
74450	Medical Services	Lab, doctor, & RX for non-employees (athlete injury visits or drug testing).	Limited	Exception - Athletics for emergent medical
74472	Faculty Employment Ads		Limited	Exception: Job Postings (with HR Approval)
74474	Staff Employment Ads		Limited	Exception: Job Postings (with HR Approval)
74480	Dues and Subscriptions	Membership fees and Subscriptions to printed publications	Yes	Example: SHRM
74481	Subsc Online Access	Software as a Service (SaaS)	Limited	Example: Chat GPT
74490	Other Services	Creative design of ads or publications for non-employment activities	Limited	Contract preferred - contact Procurement
74491	Laundry Services	Dry Cleaning	Limited	Exception - Athletics with prior approval
74496	Conf Fees and Reg	Webinars, Conferences, etc. NO TRAVEL	Yes	IF travel, use account 73900
74510	Office Supplies	Supplies - general office	Yes	
74520	Instructional Supplies	Supplies for class instruction	Yes	
74530	Operational Supplies	Supplies for specific department needs	Limited	Most supplies will be Office, Instructional, or Other.
74570	Other Supplies	Departmental swag, desk chair, etc.	Yes	

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74585	Athletic Supplies	Athletics	Limited	Exception - Athletics with prior approval
74586	Student Athlete Meals/Nutrition	Athletics	Limited	Exception - Athletics with prior approval
74587	Student Athlete Uniforms & Apparel	Athletics	Limited	Exception - Athletics with prior approval
74588	Athletics Staff Apparel	Athletics	Limited	Exception - Athletics with prior approval
74590	Medical Supplies	Athletics	Limited	RX ankle braces, etc for Athletics
74594	IT Sensitive Item	Computers	Limited	Must contact Procurement prior
74610	Rent or Lease Bldg Space		Not Allowed	Do Not Use
74633	Rent or Lease Other Equip		Not Allowed	Do Not Use
74639	Other Rentals	Cylinder rent, leases on vendor owned tanks & approved rentals of rooms/facilities.	Limited	With prior approval
74760	Awards to Employees	Payroll - not AP	Not Allowed	Do Not Use
74790	Other Awards and Indemnities	Awards to others	Limited	With prior approval
74830	Training Costs for Employees		Limited	With prior approval
74985	Game Guarantees		Limited	Exception - Athletics by PO Only
74989	Other Unclassified	Meals for meetings, donors, activities in dorms, etc.	Yes	
75210	Motor Fuel Oil Lubricants	Oil change, gas <u>not related to travel</u> .	Limited	Campus vehicles, SGI
75220	Tires and Tubes	Tires and Tire repair	Limited	Campus vehicles, SGI
75410	Services by Institutional Depts		Not Allowed	Do Not Use
78110	Office Equipment		Not Allowed	Do Not Use
78120	Operational Equipment		Not Allowed	Do Not Use
78130	Instructional Equipment		Not Allowed	Do Not Use
78190	Other Equipment		Not Allowed	Do Not Use
78510	Books	Purchased and donated to Woodward Library collection only.	Limited	Exception - Library
78540	Films		Not Allowed	Do Not Use