

Requisitions

<u>Accounts</u>	<u>Account Description</u>	<u>Account Notes</u>	<u>Req Use Authorized</u>	<u>General Notes</u>
15010	Inventory Central Supply	Use if supply for future use	Limited	
15020	Inventory Computer Equipment	Use if supply for future use	Limited	
15030	Inventory Copier Supplies	Use if supply for future use	Limited	
15060	Inventory Plant Supply	Use if supply for future use	Limited	Physical Plant
15070	Inventory Postage Stamps	Use if supply for future use	Limited	
59100	Food Service		Limited	
59101	Food Service Contract		Limited	
59105	Food Service Contract-Athletic		Limited	
59110	Food Service Other		Limited	
59200	Housing		Limited	
59205	Residence Halls Rent		Limited	
59210	Apartments Rent		Limited	
59213	Special Group Rent		Limited	
59214	Housing Contra		Limited	
59215	Forfeited Deposits		Limited	
59230	Other Housing		Limited	
59301	Campus Access Fee		Limited	
59302	Parking Decals-Fac/Staff		Limited	
59303	Parking Decals-Student		Limited	
59306	Boot Release Fee		Limited	
59307	Parking Front Plate Fee		Limited	
59308	Pay By Plate		Limited	
59309	Parking Lot Rental		Limited	
59310	Electric Vehicle Charge		Limited	
59311	Event Parking		Limited	
59401	Vending Revenue		Limited	
59405	Vending-Other		Limited	
59550	Wellness Facility		Limited	
59551	Fitness Center Fee		Limited	
59555	Community Fitness Center Fee		Limited	
59560	Wellness Facility Rentals		Limited	
59565	Foy Pro-Shop Sales		Limited	
59600	Telecommunications		Limited	
59650	Post Office Rental Fees		Limited	
59660	Post Office Contract Fees		Limited	
59710	Commercial Property Rentals		Limited	
73101	Travel Business		Limited	
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)

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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)
74110	Printing of Supplies by Institution		YES	
74120	Printing of Supplies Outside Instit	General (paper) printing of forms, letterhead, business cards, envelopes, etc.	Limited	With prior approval
74130	Duplicating and Copy by Institution		YES	
74131	Duplicating and Copy ILL Chgs		YES	
74140	Duplicating and Copy Outside Instit		YES	
74150	Film Processing		YES	
74170	Printing Pubs Outside Instit		YES	
74190	Other Printing-includes logo items	Other printing—including printing of t-shirts, cups, pens, yard signs, etc.	Limited	With prior approval
74210	Telephone Local Base Charges		YES	
74220	Telephone Long Distance		YES	
74230	Postal Charges	Postage using the US Postal Service	Limited	
74233	PO Box Rentals		YES	
74240	Freight and Express Charges	Freight (non USPS expense such as UPS, FedEx, or truck freight svc.)	Limited	
74250	Cable Television		YES	
74260	Telephone Installation		YES	
74290	Other Communication Shipping Costs		YES	
74292	Cell Phone		YES	
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	Maintenance of Phone and Data Ntwk	Maintenance of Phone and Data Ntwk	Limited	Exception - IT
74430	Software Maintenance	Software purchases/maintenance/technical support agreements subject to OIT approvals.	Limited	Exception - discuss with Contract & Procurement (for approval)
74440	Consulting Services		YES	
74444	Banner Implementation		YES	
74450	Medical Services	Lab, doctor, & RX for non-employees (athlete injury visits or drug testing).	Limited	Exception - Athletics for emergent medical
74460	Legal Services		YES	
74470	Advertising Services		YES	
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
74482	eBook Subscriptions		YES	
74483	Data Service Soft Site License		YES	
74484	Data Service Online Search		YES	
74485	Data Service Interlibrary Loan		YES	
74490	Other Professional and Admin Svcs	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
74493	Athletic Game Guarantees		YES	

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74495	Prorate to Restricted		YES	
74496	Conf Fees and Reg	Webinars, Conferences, etc. NO TRAVEL	YES	IF travel, use account 73900
74497	Banking Charges		YES	
74498	Loan Billing Services		YES	
74499	Subaward expenses		YES	
74510	Office Supplies	Supplies - general office	YES	
74515	Office Supplies APSU Bookstore		YES	
74520	Instructional Supplies	Supplies for class instruction	YES	
74521	Instr Supplies Software		YES	
74529	Instr Supplies Minor Eq		YES	
74530	Operational Supplies	Supplies for specific department needs	Limited	Most supplies will be Office, Instructional, or Other.
74533	Office Modifications		YES	
74540	Supplies Credit Card		YES	
74570	Other Supplies	Departmental swag, desk chair, etc.	YES	
74582	Other Software		YES	
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
74593	Sensitive Item		YES	
74594	IT Sensitive Item	Computers	Limited	Must contact Procurement prior
74610	Rent or Lease Bldg Space		Not Allowed	Do Not Use
74620	Rent or Lease Land		YES	
74631	Rent or Lease DP Equip		YES	
74632	Rent or Lease DP Equip Cap		YES	
74633	Rent or Lease Other Equip		Not Allowed	Do Not Use
74634	Rent or Lease Other Equip Cap		YES	
74639	Other Rentals	Cylinder rent, leases on vendor owned tanks & approved rentals of rooms/facilities.	Limited	With prior approval
74660	Capital Leases		YES	
74760	Awards to Employees		Not Allowed	Do Not Use
74790	Other Awards and Indemnities	Awards to others	Limited	With prior approval
74810	Grants and Subsidies to Orgs		YES	
74820	Grants and Subsidies to Individuals		YES	
74830	Training Costs for Employees		Limited	With prior approval
74981	Complimentary Ticket		YES	
74985	Game Guarantees		Limited	Exception - Athletics by PO Only
74986	Setup Fees		YES	
74987	Prior Year Adjust		YES	
74988	In Kind Gifts		YES	
74989	Other Unclassified	Meals for meetings, donors, activities in dorms, etc.	YES	
74995	Operating Expense Reimbursement		YES	
75110	Electricity		YES	
75120	Water		YES	

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75125	Sewage		YES	
75130	Natural Gas		YES	
75140	Coal		YES	
75150	Fuel Oil		YES	
75190	Other Utilities and Fuel		YES	
75191	Contracted Utilities		YES	
75210	Motor Fuel Oil Lubricants	Oil change, gas not related to travel.	Limited	Campus vehicles, SGI
75220	Tires and Tubes	Tires and Tire repair	Limited	Campus vehicles, SGI
75230	Accessories and Parts		YES	
75240	Repairs by Noninstitutional Agency		YES	
75290	Other Motor Vehicle Operation		YES	
75310	Prof and Admin Srvs by Instit Dept		YES	
75320	Information Tech Allocations		YES	
75321	Information Tech Other Charges		YES	
75330	Renewal and Replacement Charges		YES	
75340	Aux Admin Costs		YES	
75341	Housing Admin		YES	
75342	Food Serv Admin		YES	
75344	Tele Admin Exp		YES	
75345	Postage Exp		YES	
75347	Fitness Ctr		YES	
75353	Cost Recov Telephone		YES	
75354	Plant Costs		YES	
75355	Utility Costs		YES	
75357	Allocated Motor Pool Charges		YES	
75410	Services by Institutional Depts		Not Allowed	Do Not Use
75415	Interdept Transfers-Study Abroad		YES	
78110	Office Equipment		Limited	
78112	IT Office Equipment		YES	
78120	Operational Equipment		Limited	
78122	IT Operational Equip		YES	
78130	Instructional Equipment		Limited	
78132	IT Instructional Equip		YES	
78190	Other Equipment		Limited	
78191	Gift in Kind Equipment		YES	
78210	Purchase of Land		YES	
78220	Site Development and Improvement		YES	
78290	Other Land Costs		YES	
78310	Purchase of Buildings		YES	
78320	Construction of Buildings		YES	
78325	Gift in Kind Building		YES	
78327	Building Costs-Prorate Grants Contr		YES	
78329	Other Building Costs		YES	
78410	Parking Lots Streets Walks etc		YES	

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78420	Utility System Maint Operation		YES	
78490	Other Improvements		YES	
78495	Other Improve-Prorate Grants-Contr		YES	
78510	Books	Purchased and donated to Woodward Library collection only.	Limited	Exception - Library
78520	Periodicals		YES	
78525	Standing Orders		YES	
78530	Binding		YES	
78535	Bind Periodicals		YES	
78540	Films		Not Allowed	Do Not Use
78550	Microform		YES	
78580	Other Library		YES	
78585	eBook - Perpetual Access		YES	
78587	Non-book Online Resources-Perpetual		YES	
78590	Library Holdings		YES	
79710	Scholarships		YES	
79711	Presidential Scholar		YES	
79712	Scholarships-CARES Act		YES	
79713	Performance Scholar		YES	
79714	Employee Scholarships		YES	
79715	Spouse or Dept Fee Disc		YES	
79716	Com Col Achieve Sch		YES	
79717	FCC Sch Concurr Tuition		YES	
79718	FCC Sch Concurr Tech Fee		YES	
79719	Scholarships - HEERF II		YES	
79720	Fellowships		YES	
79723	Student Stipends		YES	
79725	Other Participant Aid	often used by Tri-County Upward Bound	Limited	Tri-County Upward Bound
79726	Participant and Other Aid		YES	
79730	Athletic Scholarships		YES	
79731	Athletic Sch 5th Yr		YES	
79732	Ath Team Managers Sch		YES	
79740	Sponsored Projects Fee Remissions		YES	
79750	Statutory Fee Remissions		YES	
79800	Indirect Cost Expense		YES	
79820	Refund to Grantors		YES	
79840	Expired Grants		YES	
79860	Cost Sharing Expense		YES	