<table>
<thead>
<tr>
<th>Account</th>
<th>Use/purpose</th>
</tr>
</thead>
</table>
| 606890       | Travel Prepaid Expense  
Travel advance for international travel.                                                                                                                                                                      |
| 607009       | Capital Proj Equip-Deprec  
For total cost of equipment funded by project funds (e.g. Capital Outlay/Group II Funding) $5K and above.                                                                                                  |
| 607800       | Capital Proj Equip-NonDeprec  
For the total cost of equipment funded by project funds (e.g. Capital Outlay/Group II Funding) less than $5K.                                                                                       |
| 613001       | Contractual Services  
This account is used to record expenditures made pursuant to contracts or service agreements executed between the SF State and its vendors. This account would also be used for non-repair/maintenance related Blanket PO’s for which there will be regular repetitive payments. (Examples: uniform rentals, laundry services, monthly pest control services, consulting agreement with regular monthly payments). |
| 613805       | Reprographic Expenses  
Expenses based on the reprographics contract with the current vendor.                                                                                                                                         |
| 613806       | Reprographic Recharges  
Recharges from users of the reprographics program.                                                                                                                                                              |
| 616001       | I/T Communications  
For the total costs for communications equipment, such as routing equipment, and network software. It may also include tax, maintenance and related training costs; $5K and above.                           |
| 616002       | I/T Hardware  
Total costs for non-communication equipment, including, printers, monitors, servers, etc. $5K and above.                                                                                                      |
| 616003       | IT-Software Expenses  
To record expenditures for IT software, including maintenance costs related to the use of the software; with an amount $5K and above.                                                                               |
| 616005       | Misc Info Tech Costs  
Total cost for IT-related transactions when more detailed object codes (see 616001 to 616004) are not appropriate; $5K and above.  
Account 616004 I/T Infrastructure is currently not in use.                                                                                         |
| 616802       | IT Hardware Non-Capital  
Total cost for non-communication equipment, including, printers, monitors, servers, etc.; less than $5K.                                                                                                    |
| 616803       | Software Non-Capital  
Total cost for IT software, including maintenance costs related to the use of the software; less than $5K.                                                                                                    |
| 619001       | Deprec Equipment-Non Instr  
For non-IT and non-instructional equipment. Includes all costs associated with the acquisition, including taxes, shipping and handling, and installation charges that is $5K and above.                              |
| 619800       | Non-Deprec Equipment-Non Instr  
For non-IT and non-instructional equipment. Includes all costs associated with the acquisition, including taxes, shipping and handling, and installation charges that is less than $5K.                                        |
| 619002       | Instr Replace Equip-Deprec  
Equipment which is an integral part of providing classroom instruction to students with a total cost of $5K and above. Does not include general use equipment (i.e. not dedicated to instructional purposes), nor does it include computer equipment used in libraries and computer labs. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges. |
| 619801       | Instr Replace Equip-Non-Deprec  
Equipment which is an integral part of providing classroom instruction to students but with a total cost of less than $5K. Does not include general use equipment (i.e. not dedicated to instructional purposes), nor does it include computer equipment used in libraries and computer labs. The cost of equipment includes item purchase price, plus all costs associated with the acquisition, including taxes, shipping and handling, and installation charges. |
<table>
<thead>
<tr>
<th>Account</th>
<th>Description</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>660003</td>
<td>Supplies and other services</td>
<td>This account is used to record the purchase of supplies and certain services. These services would involve a single or short term purpose where there will not be multiple repetitive payments. (Examples: one time carpet cleaning, one time document translation service). This account should not be used when there will be recurring charges such as a blanket PO or service agreement. Instead use one of the accounts discussed above.</td>
</tr>
<tr>
<td>660009</td>
<td>Professional Development</td>
<td>Used to record fees paid for staff training, workshops, conferences and seminars. This account is used only for registration fees associated with these events and not for related travel expenses incurred by employees. The account numbers 606001/606002 should be used for employee travel costs (air fare, lodging, etc.) if such costs are identifiable and quantifiable. If, however, there is an obligation to reimburse travel expenses of individuals engaged to provide staff training, this account should be charged for those expenses.</td>
</tr>
<tr>
<td>660017</td>
<td>Advertise and Promotional Publication</td>
<td>For any kind of advertisements, including routine personnel vacancy announcements.</td>
</tr>
<tr>
<td>660021</td>
<td>Repairs and maintenance</td>
<td>This account is used to record costs related to the repair and maintenance of campus equipment, buildings and grounds, including routine maintenance and repairs or deferred maintenance. This account will be used regardless of whether the service is a one-time occurrence or ongoing in nature. (Examples: Copy machine or other equipment maintenance agreements, sidewalk repairs, fire/security alarm system maintenance). Do not use expense accounts 660003 or 613001 for repair and maintenance related requisitions.</td>
</tr>
<tr>
<td>660041</td>
<td>Space Rental</td>
<td>To record off-campus space rental costs, for example space rental for classrooms and other facilities. Account 621001 should be used if the space rental is related to Sponsored Program.</td>
</tr>
<tr>
<td>660042</td>
<td>Staff/Faculty Relocation Exp.</td>
<td>To record costs associated with employee recruitment, such as fees charged by recruiting firms, travel costs of candidates and costs to relocate successful candidates, including new executives or faculty members. Vacancy advertising should be recorded in account 660017, Advertising and Promotional Publications.</td>
</tr>
<tr>
<td>660800</td>
<td>Space Rental</td>
<td>This account will be inactivated on 6/30/2016. Account 660803 cost recovery - space rental has been created.</td>
</tr>
<tr>
<td>660813</td>
<td>Reprographics</td>
<td>Not to be used; see account 613805.</td>
</tr>
<tr>
<td>660890</td>
<td>Membership Dues</td>
<td>Membership fees/subscriptions other than library subscriptions.</td>
</tr>
</tbody>
</table>