Dear Fiscal User's Group,

This memo serves to provide a guideline in using the specific expense accounts as further described below: **660021, 613001 and 660003**. Please <u>avoid using 660003</u>, Supplies and Other Services, as your default account code for requisitions. The University must report expenses appropriately in the correct accounts and must also comply with the Chancellor's Office directive. Use of improper account codes will delay the processing of your requisitions.

660021: Repairs and Maintenance

This account is used to record costs related to the repair and maintenance of campus equipment, buildings and grounds, including <u>routine maintenance and repairs or deferred maintenance</u>. 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.

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 <u>regular repetitive payments</u>. (Examples: uniform rentals, laundry services, monthly pest control services, consulting agreement with regular monthly payments).

660003 Supplies and Other Services

This account is used to record the purchase of supplies and certain services. These services would involve a <u>single or short term purpose</u> where there will not be multiple repetitive payments. (Examples: one time carpet cleaning, one time document translation service). This account should <u>not</u> be used when there will be recurring charges such as a blanket PO or service agreement. Instead use one of the accounts discussed above.

Please pay attention to the choice of correct account codes when entering your orders. Requisitions with incorrect account codes may be cancelled by Procurement and the requester asked to create a correctly coded replacement requisition.

If you have any questions regarding the use of these accounts, please contact Bon Bitonio, Controller (82582), Stephen Smith, Director of Procurement (83879) or your assigned Buyer in Procurement.