



Account Code	Account Description	Comments
<b>General &amp; Administrative</b>		
660017	Advertising	includes all media including print, radio, internet, and television
660913	Books & Subscriptions	
660956	Conferences	
613902	Consultants	Use this account for paying businesses for consulting services; do not use this account for payment to individuals.
613001	Contractual Services	This code should be used for services related to a formal agreement for services, but not related to the building or maintenance of campus facilities. If another code provides a more specific description of the services provided, use the alternate account code. Examples include 613801 - Independent Contractors, and 616003 - Software, greater than \$5,000.
619901	Equipment - Office - greater than \$5,000	This account should not be used for communications or computer hardware/software. See "Computer/Communications Series".
619900	Furniture - greater than \$5,000	
619902	Furniture/Equipment - less than \$5,000	This account should not be used for communications or computer hardware/software. See "Computer/Communications Series".
660950	Hospitality	Hospitality includes food, drink, and gifts. It also includes travel costs when related to a volunteer guest speaker.
660010	Insurance premiums	
660944	Licensing fees	This code should not be used for licensing software. See "Computer/Communications Series".
660947	Memberships	
660915	Photocopies	
660001	Postage & Freight	
660002	Printing	This code should not be used for advertising materials. Use 660017 instead.
660021	Repairs and Maintenance	This account is for repairs and maintenance of campus facilities, i.e., anything that is a part of campus structures. Examples includes repairs to ventilation systems or boilers. It would not include repairs to stand-alone equipment, such as a copier.
660800	Space Rental	This account should be used for space related to a special event or other space rental that is limited in scope.
660980	Space/Facilities Costs	This account should be used for ongoing rental of space.
660003	Supplies & Services	This account should be used for consumable items employed in the normal course of business, or services which are simple in nature and short in duration. "Short Term Service Agreements" should be charged to this account. Exception: work performed that relates to I/T or SFSU facilities should use more specific alternate account codes.
604001	Telephone	Use this account for telephone and internet service.
605900	Utilities	
<b>Non-Payroll Compensation</b>		
613902	Consultants	Use this account for paying businesses for consulting services; <u>do not use this account for payment to individuals.</u>
660816	Honoraria	This code is used when there is no set fee, and is generally used for guest speakers/lecturers. Reimbursed travel for paid guest speakers should also be charged to this account.
613801	Independent Contractors	These payments are backed up with an Independent Contractor Agreement, resume or curriculum vitae, and scope of work.
<b>Computer/Communications Series</b>		
616802	Hardware, less than \$5,000	This code should be used for purchases of new hardware that is less than \$5,000 in cost, and all hardware maintenance regardless of cost.
616001	Hardware, Communications, greater than \$5,000	This code is for the purchase of communications equipment greater than \$5,000 in cost. The total should include tax and delivery. The total should include tax and delivery.
616002	Hardware, Computer, I/T, greater than \$5,000	This code is used for the purchase of I/T equipment purchases greater than \$5,000 in cost. This includes the purchase of computers, servers, printers, monitors, etc. The total should include tax and delivery.
616003	Software, greater than \$5,000	This code should be used for software purchases greater than \$5,000 in cost. The total should include tax and delivery.
616803	Software, less than \$5,000	This code should be used for purchases of new software or software licenses that are less than \$5,000 in cost, and all software maintenance regardless of cost. The total should include tax and delivery.
<b>Student Support Series</b>		
609005	Scholarships	
660804	Stipends	
660822	Tuition & Fees	
<b>Travel Series</b>		
606901	Mileage & Parking	
606802	Travel - International	
606002	Travel - out of state	
606001	Travel - within California	