

Expense Account Numbers and Definitions

Account Categories	Account Code	Account Title	Definitions
Contracted Services	6001	Professional Fees	Charges for payment to an individual, to a private firm, an agency or group which provides specialized services and expert advice or service, and which fills a clearly defined need of the College.
	6002	Honoraria	Charges for a service to provide a token of appreciation to a professional person, who is not an employee of the College.
	6003	Audit Fees	Charges for financial audit services of accounting records primarily performed by independent certified public accountants.
	6004	Legal Fees	Charges for professional legal services, such as legal advice and lawsuits.
	6005	Institutional Representation	Charges for miscellaneous costs associated with representing the institution at various external events.
	6006	Pre Employment Screening	Charges for fees for gathering background information on potential employees and medical vaccinations for employees in certain positions.
	6011	Facilities/Lease Rental	Charges for rental payments for the use of facilities.
	6012	Leased Data Lines	Charges for the cost of transmitting data via telephone lines.
	6013	Equipment Rental	Charges for rental payments for the use of equipment.
	6021	Advertising and Promotion	Charges for public announcements through media, such as magazines, newspaper, radio, television, and exhibits.
	6022	Printing and Publications	Charges for printing of College material (other than photocopying), such as brochures, catalogs, etc.
	6081	Software License Leasing	Charges for purchase licensed software to include applications, manuals and technical support.
	6082	Electronic Library Resource	Charges for online resources used by College primarily for legal and library resources.
	6091	Contracted Services-General	Charges for the costs incurred in compliance with a written and signed contract/agreement between the College and outside parties for the performance of services for a specified price and time period. These costs are not associated with an award or professional development event. These charges do not fall within the definition of any other contracted service account.
	6092	Equipment Repair	Charges for repair of damaged equipment.
6093	Maintenance Contracts	Charges for contracts used to keep certain equipment and supply items in good working condition.	
6094	Capital Leases	Charges for more than one year of right to use leased tangible or non-tangible property	
Supplies	6101	Supplies	Charges for consumable supplies, materials, and parts, costing less than \$5,000 per unit used to carry out general office and operational needs, which includes photocopy costs.
	6104	Learning Resources Supplies	Charges for consumable supplies, materials, and parts, costing less than \$5,000 per unit used for media needs of the College, which includes photocopy costs. July 2013
	6105	Instructional Supplies	Charges for consumable supplies, materials, and parts, costing less than \$5,000 per unit, specifically used for the instructional needs of the College (includes photocopy costs, subscriptions to journals, newspapers, etc.).

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	6121	Maintenance Supplies	Charges for consumable supplies, materials, and parts, costing less than \$5,000 per unit used to maintain College property
	6122	Uniforms	Charges for cost of uniforms for designated facilities staff positions.
	6123	Fuel Supplies	Charges for purchases of gasoline and diesel fuel for use in College vehicles and equipment (such as vans, mowers, emergency generators).
	6124	Vehicle Parts	Charges for cost of parts for maintenance and repair of College vehicles and equipment (such as vans, mowers, emergency generators)
	6141	Supplies-Non-Cap Furn & Equip	Charges for furniture and equipment costing less than \$5,000 per unit.
	6142	Supplies-Non-Cap Computer Equip	Charges for computer equipment costing less than \$5,000 per unit.
	6145	Supplies-Non-Cap Library	Charges for consumable supplies, materials, and parts, costing less than \$5,000 per unit, used specifically for the library needs of the College.
	6146	Supplies-Library Ref Materials	Charges for reference materials costing less than \$5,000 per unit.
	6150	Supplies-Non-Cap Grant Equipment	Charges for consumable supplies, materials and parts, costing less than \$5,000 per unit, used to carry out the operational needs of the Grant Program (includes photocopy costs).
	6152	Grant Sensitive Equipment	Non-capitalized equipment purchased by grant funds that needs special asset management procedures and grant compliance reporting
Communication	6201	Telephone	Charges for communication costs for telephone service and usage
	6202	Postage	Charges for cost to mail College business letters, brochures, etc.
Conference & Membership	6301	Travel - In State	Charges for the cost of business related mileage and/or transportation costs between the worksite and point of business in state, includes charges for mileage between campuses.
	6302	Travel - Out Of State	Charges for the cost of business related mileage and/or transportation costs between the worksite and point of business out of state.
	6303	Travel-Recruitment	Charges for search committee meetings, reimbursement to interviewees, rental of facilities for interviews, job fairs, information posted on the world wide web, and supply used for recruitment efforts. Also includes student recruitment cost for booths at fairs/events and general supply items for such events.
	6311	Conferences and Meetings	Charges for the cost of College related business meetings and conferences (includes athletics). Costs include meals, transportation, lodging and other incidental items.
	6312	Professional Development	Charges for all costs related to professional development activities for administrators. Some of the charges include cost of food, facilitator, supplies, registration, transportation, overnight stay, rental of facility, etc.
	6313	Faculty Professional Development	Charges for all costs related to professional development activities for faculty. Some of the charges include cost of food, facilitator, supplies, registration, transportation, overnight stay, rental of facility, etc.
	6314	Institutional Memberships/Subscriptions	Charges for institution's membership in civic, business, technical and professional organizations.

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	6321	Refreshments and Awards	Charges for awards and refreshments at college wide ceremonies/events/activities. Award function costs include food awards, materials, rental of facilities, travel, etc. Includes service award functions, PAC events, and childcare center refreshments.
Scholarships	6401	Federal Pell Grant	Charges for Scholarships
	6402	Federal SEOG Initial Year Grant	Charges for Scholarships
	6403	Fed Academic Competit Grant	Charges for Scholarships
	6411	BOT Grants & Scholarships	Charges for Scholarships
	6412	Part Time Scholarships	Charges for Scholarships
	6413	Stipends	Money given to an individual in lieu of a normal salary. A form of compensation but different from salary in that the person receiving the stipend is not actually being paid for the work in a normal sense.
	6415	Educational Assistance Grant	Charges for Scholarships
	6416	Montgomery Scholars	Charges for Scholarships
	6417	College Institute	Charges for Scholarships
	6418	Pathways	Charges for Scholarships
	6419	Millennium Scholars	Charges for Scholarships
	6420	TP SS Honor Scholarships	Charges for Scholarships
	6421	Youth Programs	Charges for Scholarships
	6422	School of Art & Design Scholarships	Charges for Scholarships
	6423	MI-BEST Scholarships	Charges for Scholarships
	6424	Scholarships & Fellowships	Charges for Scholarships
	6425	Child Care Scholarships	Charges for Scholarships
	6426	Workforce Developmental Seq Schshp	Charges for Scholarships
6440	Misc Scholarships/Grants/Fellowshp	Charges for Scholarships	
6449	Prior Year Financial Aid Adj	Charges for Scholarships	
Utilities	6501	Utilities	Charges for the cost of electricity, gas fuel oil, water, sewage to institutional facilities.
Fixed fees & Interest Expenses	6601	Fixed Charges	Charges for the cost of required coverage for liability insurance.
	6602	License and Fees	Charges for the cost associated with the Colleges licensing fees, such as legal counsel fees and alcohol licensing.
	6603	Accreditation Expense	Charges for the cost associated with the Colleges accreditation process.
	6604	Bond Interest	The coupon rate on bonds issued by the College
	6605	Bond Fees	Costs incurred when issuing bonds.
	6701	Overhead Expense	All costs not directly related to a specific project or activity.
Purchases for resale-Retail Exempt Procurement procedures	6810	Bookstore Resale Accounts	Purchase of books and goods for resale (cost of goods sold).
	6820	Miscellaneous Resale Accounts	Purchase of miscellaneous items for resale (cost of goods sold).
	6821	Summer Dinner Theatre Purchase Resale	Purchase of items for resale by the Summer Dinner Theater (cost of goods sold).
	6822	MBI Cafe Purchase for Resale	Purchase of items for resale by MBI Cafe (cost of goods sold).
	6823	Alcoholic Beverages Resale Account	Purchase of alcoholic beverages for resale (cost of goods sold).
	6824	Copy Supplies Resale Account	Purchase of copying supplies for resale (cost of goods sold).

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Capitalized tangible and intangible items	6910	Capitalized Furniture and Equipment	A unit of Furniture (movable or fixed) or any instrument, machine or apparatus with a unit purchased price of \$5,000 or greater with a useful life of at least two years.
	6911	Capitalized Computer Equipment	Computer equipment with a unit purchase price of \$5,000 or greater with a useful life of at least two years.
	6912	Capitalized Software	Out-of-the-box Software purchases of \$100,000 or greater; internally customized software that costs \$200,000 or greater
	6950	Capitalized Grant Equipment	Furniture and equipment purchased with grant funds.