

Description of FOAPAL Account Codes

7201—Membership Dues	7335—Computer Parts-Expenses
7203—Registration Fees	7367—Maintenance & Repair-Expenses
7210—Fees and other charges	7368—Maintenance & Repair-Motor Vehicles-Expensed
7249—Veterinary Services	7373—Furnishings & Equipment-Capitalized-Unit cost is equal to or greater than \$5,000
7252—Guest Lecturers-Higher Education	7374—Furnishings & Equipment-Controlled
7262—Computer Software- Maintenance and Repair -Expensed	7377—Computer Equipment-Expensed-Unit Cost is less than \$500
7266—Buildings- Maintenance & Repair -Expensed	7378—Computer Equipment-Controlled-Unit Cost is more than \$500 but less than \$5,000 and item is required to be tracked
7273—Reproduction & Printing Services	7379—Computer Equipment-Capitalized-Unit Cost is equal to or greater than \$5,000
7274—Temporary Personnel	7380—Computer Software-Expensed-Unit Cost is less than \$5,000
7276—Communication Services	7382—Books & Referenced Materials-Expensed
7277—Cleaning Services	7384—Animals
7281--Advertising	7406—Rental of Furnishings and Equipment
7299—Contracted Services	7510—Telecommunications Parts & Supplies
7300--Consumables	7516—Telecommunications Other Service Charges
7303—Subscriptions and Periodicals	7517--Telecommunications Equipment
7309 --Promotional Items	7521—Telecommunications Infrastructure
7310—Chemicals and Gases	7522—Telecommunications Equipment Rental
7312—Medical Supplies	7526—Waste Disposal
7315--Food	
7328—Ag, Construction and Hardware	
7330—Furnishings and Equipment- Parts	
7333—Fabrics and Linens	
7334—Furnishings and Equipment-Expensed-Unit Cost is less than \$5,000	

Computers, printers, scanners, etc:

from \$1-\$499.99 **Object code/acct code:** 7377
from \$500-\$4999.99 **Object code/acct code:** 7378
Over \$5,000 **Object code/acct code:** 7379

Camera, DVD players, televisions, camcorders etc:

From \$1-\$499.99 **Object code/acct code:** 7334
From \$500.00-\$4999.99 **Object code/acct code:** 7374
Over \$5,000 **Object code/acct code:** 7373

Hand guns: regardless of dollar amount **Object code/acct code:** 7374

Description of FOAPAL Account Codes

7201-Membership Dues

Membership dues

7203-Registration fees

Registration fees for conferences

7210-Fees and Other Charges

Submissions Fees

7248-Medical Services

Athletic Injury co-pay

7249-Veterinary Services

7252-Guest Lecturers

7262-Computer Software-Maintenance & Repair-Expensed

Debugging Software

Extended Warranty

Programming

7266-Building-Maintenance & Repair-Expensed

Air Conditioning Systems (maintenance)

Fire Alarm Systems (maintenance)

Cooling Systems (maintenance)

Electrical Repairs (building)

Heating System (maintenance)

Security System (installation and maintenance)

7273-Reproduction & Printing Services

Newsletters

Athletic Schedule Cards

7274-Temporary Personnel

Temporary Employees

7276-Communication Services

7277-Cleaning Services

Floor Waxing

Carpet Cleaning

7281-Advertising

Newspaper or Magazine Job Listing

Radio Advertising

Newspaper or Magazine Advertising

7299-Contracted Services

Photographers

Officials

Moving and hauling services

7300-Consumables

Calendars

Correction pens

CDs

DVD and DVR (blank)

Envelopes

Labels

Markers

Paper

Paper Clips

Pencils, pens

Printer cartridges

Rubber bands

Staples

Tape

Toner

7303-Subscriptions and Periodicals

Magazine subscriptions (not retained)

Newspaper subscriptions (not retained)

7309-Promotional Items

7310-Chemicals and Gases

Chemical and Gases

Lab Chemicals

7312-Medical Supplies

Bandages

First Aid Kit

Gauze

Needles

Ointment

Surgical Gloves

7315-Food

Bottled Water

Food

Description of FOAPAL Account Codes

7328-Ag, Construction, & Hardware

Animal Feed
Ballast
Bolts
Building Supplies
Cement
Copper Tubing
Dirt
Door Stops
Gravel
Herbicides/Insecticides
Key Blanks
Light fixtures
Nails
Paint
Screws
Soap
Wire

7330-Furnishings and Equipment-Parts

Automotive: Air filters, battery, hose, parts
Belts-equipment or automotive
Blades-Saw, lawnmower
Compressor (part for a/c system)
Drill Bits
Engine (auto)
Fuse
Medical Equipment parts
Parts for Sprinkler System
Pipes
Tires
Valves

7333-Fabrics and Linens

Blankets
Linens
Pillows
Sheets
Shower Curtains
Table cloths
Towels

7334-Furnishings and Equipment-expensed- Unit cost is less than \$5,000

Binders
Bookcases
Bulletin Board
Calculator

7334-Furnishings and Equipment-expensed- Unit cost is less than \$5,000 (cont'd)

Chair
Date Stamp
Desk
File Cabinets
Garbage Can
Gloves
Goggles
Hole Punch
Letter Tray
Medical Equipment
Microscope
Name Plate/Name Badge
Paint brush/roller
Ruler
Scissors
Stamp Pad
Staple Remover
Stapler
Tape Dispenser
T-Shirts

7335-Computer Parts-Expensed

Adapters
Batteries (rechargeable, computer)
Cables
Cable-Net connectors

7367-Maintenance and Repair-Expenses

Copy Machine (Maintenance)
Equipment (Maintenance)
Extended Warranty
Scientific Equipment (Maintenance)

7368-Maintenance and Repair-Motor Vehicles- Expenses

Car Wash
Oil Change

7373-Furnishings and Equipment-capitalized- unit cost equal to or greater than \$5,000

Furnishings and Equipment
Industrial Equipment
Laboratory Equipment
Medical Equipment

Description of FOAPAL Account Codes

7374-Furnishing & Equipment-Controlled

Hand Guns

Rifles

7377-Computer equipment-expenses-unit cost less than \$500

Computer Keyboard

Computer Monitor

Computer Mouse

Computer Printer

7378-Computer equipment-controlled-unit cost more than \$500 but less than \$5,000-item requires to be tracked

Card Reader

Computer Hardware

Disk Drive

Laser Printer

Modem

Personal Computer (Lap top, minitower)

Printers

Screen (CRT)

Servers

7379-Computer equipment-capitalized-unit cost equal to or great than \$5,000

Computer Servers

CRT

Laser Printers

7380-Computer Software-expensed-unit cost less than \$5,000

Computer Software

Computer Software License Fees

7382-Books and reference materials

Books for employee training

DVD/Cassette Tapes (reference)

Computer Software Manuals

Dictionary

Instructional Videos

Sheet Music

7384-Animals

Animal parts

Animals (dead or alive)

7406-Rental of furnishings and equipment

Copy Machine (and copy overages)

Costume Rental

7406-Rental of furnishings and equipment (cont'd)

Equipment Rental (without operator)

Medical Equipment Rental

Usage Fees (copy machine)

7510-Telecommunications Parts & Supplies

Telephone headset

7516-Telecommunications Other Service Charges

Cell phone monthly service

Data drops

Phone drops

7517-Telecommunications equipment

Cell phone

Cell phone charger

7521-Telecommunications infrastructure

Fiber Optic and Telephone Distributions

7522-Telecommunications equipment rental

7526-Waste Disposal

Monthly trash removal

Trash removal for "one-time" clean-up