

Augustana College Commonly Used Object Codes

(02/26/02)

Please use the following information to help you post to an object code that will satisfy your needs. Notice the (Optional) codes are for your use if you want to use them. It is not necessary that you use all codes. Use the codes that will best suit your needs.

Object Code	<u>Code Description</u>	<u>Detailed Description</u>
Computers		
6505	Computer Maintenance	(Optional) Costs of maintaining computer equipment.
6510	Computer Processing	(Optional) Special costs incurred for specific computer processing jobs.
6515	Computer Software	Purchase of computer software. (Does not include mainframe software).
6520	Computer Supplies	(Optional) Costs of supplies associated with the computer.
Book/Magazine/Film/Music		
6605	Audio Visual	(Optional) Cost of Audio Visual usage.
6610	Bindings/Publications Cost	(Optional) Cost associated with publishing or making a book or journal.
6615	Books	(Optional) Purchase of Books.
6620	Microfilm	(Optional) Purchase of Microfilm.
6625	Music	(Optional) Purchase of Music.
6630	Periodicals	(Optional) Purchase of Periodicals.
6635	Recordings	(Optional) Purchase of Recordings.
6640	Reference Materials/Books	Costs incurred for all forms of reference materials and or books.
General		
6705	Copy Machine Usage	Costs incurred with the use of an on-campus copy machine.
6720	Printing	Printing of any materials, on or off campus.
6810	Telephone	Incoming/Outgoing WATTS calls, calls by PIN # or with a college calling card, cellular phone charges.
7050	Hospitality-General	Expenses associated with hosting or honoring individuals.
7105	Supplies	Purchase of supplies for the operations of your department.
7110	Postage	Costs incurred for mailing letters, packages, etc.
7115	Freight	(Optional) Costs incurred for the shipment of larger items, usually identified on the invoice.
7505	Advertising	All advertising costs for the department.
7520	Conference/Meeting Fees	Fees paid to attend conferences, seminars or meetings. Does not include travel unless it is included in the fee.
7525	Contracted Services	Fees paid for consultation and professional services. Cannot be a current employee. Consult business office for assistance. A special contract form is required in advance of payment!
7535	Dues & Memberships	Fees paid for memberships in clubs, organizations, societies, etc.
7540	Equipment Maintenance	Costs of maintaining all equipment including computers.
7555	Auto Expenses	All costs related to operating a college vehicle, owned, leased or borrowed. (No rental car expenses.)
7570	Linen and Laundry Service	(Optional) Payment for the cleaning of linen and laundry.
7580	Merchandise for Sale	The cost of merchandise that will be resold.
7585	Miscellaneous	Put it here if you do not know where else to put it!
7590	Program Devel/Implementation	(Optional) Costs incurred with developing and implementing educational programs or seminars.
7600	Recruiting	(Optional) Recruiting costs of employees, students, etc. <u>Not to be used by Athletics</u> .*
7605	Rental	All rental equipment, machinery, rooms, etc.
7610	Travel	All costs associated with employee travel, including car rental while traveling.
7615	Uniforms/Robes/Clothing	(Optional) Costs incurred for the purchase of any type of clothing.
7620	Art Restoration	Repair and upkeep of works of art.
Equipment		
9103	Art Acquisition	Purchase of new works of art.
9130	Equipment-Furniture	Costs associated with the purchase or major repairs of furniture. Useful life in year 5-20.
9135	Equipment-Mechanical	Costs associated with the purchase or major repairs of mechanical equipment. Useful life in year 5-20.
9140	Equipment-Technical	Costs associated with the purchase or major repairs of technical equipment. Useful life in year 3-8.

***Note:** Use Project Code 7874 for athletic recruiting and Project Code 7850 for athletic competition.(Exp. 12-311-7610-7850 Baseball Competition Travel)