

Frequently Used Banner Account Codes

New

Changed

Banner Acct Code	Account Description	Category	Type	Circumstances	Examples	Policy	Comments	Restrictions
4225	Continuing Education	Tuition & Fees	Student Tuition and Fees	Tuition for Continuing Education	Course revenue for teacher enhancement, short courses, etc.			
4301	Federal Grants/Contracts	Grants	Federal Grants and Contracts	Federal Grant/Contracts Other	Revenue received for federal grants and contracts.			Not to be used for Cashier deposits.
4305	State Grant/Contracts	Grants	State & Local Grants and Contracts	State Government Grant/Contracts - Operating	Revenue received for state grants and contracts.			Not to be used for Cashier deposits.
4307	Private Grants	Grants	Nongovernmental Grants & Contracts	Private Grant/Contracts Operating	Revenue received from private grants and contracts.			Not to be used for Cashier deposits.
4308	Private Contracts	Grants	Nongovernmental Grants & Contracts	Lump sum/Contract of money received for service based on results instead of hours worked.	Editing papers for a journal			
4402	Gifts	Other Revenue	Nonoperating Revenue/Expenses	Gifts/Donations from donors	When an outside entity gives Mines a gift or donation. The gift/donation may or may not be for a designated purpose.	Gift Solicitation and Deposit Policy		If amount given is >\$1,000, payment needs to go through CSM Foundation.
4403	Banquet Sponsorships	Other Revenue	Nonoperating Revenue/Expenses	Contributions to banquets from outside donors	A company or individual buys a table at an event for a fee.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4405	Other Nonoperating Revenue	Other Revenue	Nonoperating Revenue/Expenses	Miscellaneous Revenue Exempt - Non-operating	Rental revenue from USGS.			Controller's Office Use Only
4408	Student Fundraising	Other Revenue	Nonoperating Revenue/Expenses	Sales from Student Fundraisers	Fundraising revenue for student groups including sales of T-shirts, burritos, donuts, etc.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4511	Food Serv Sales/Comm	Sales & Services	Auxiliary Enterprises	Sales from food	Book & Brew sales, concession sales, etc.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4513	Book Sales	Sales & Services	Auxiliary Enterprises	Sales from books	Library used book sale, class notebook/book sales, etc.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4514	Ticket Sales - Self Funded	Sales & Services	Auxiliary Enterprises	Sales from tickets	Ticket revenue from Zoo Lights, Movies, Sports Event Tickets, etc.			
4516	Dues & Subscriptions Revenue	Sales & Services	Auxiliary Enterprises	Dues & Subscriptions	Membership dues for student groups.			
4517	Other Sales/Services	Sales & Services	Auxiliary Enterprises	Other Sales/Services	All other sales/services that do not fit into a category.		If you will be receiving reoccurring payments - please contact the Controller's Office to set up a new account code specific to the payment type.	
4521	Rec. Center Memberships	Sales & Services	Auxiliary Enterprises	Recreation Center Memberships	Membership revenue for the Recreation Center.			SRC Use Only
4527	Conference Sponsorships	Sales & Services	Auxiliary Enterprises	Contributions to conferences from outside donors	A company or individual sponsors an event for recognition in programs/conference materials.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4528	Registration Fee Revenue	Sales & Services	Auxiliary Enterprises	Entry Fees / Registration Fees	Revenue from conference registrations, entry to a competition, etc. established by Mines.			
4560	Printing/Photocopy	Sales & Services	Auxiliary Enterprises	Prints or Copies	Sales of copies, posters, flyers, etc.		Sales Tax Rules may apply. Contact the Controller's Office for details prior to engaging in the fundraising activity.	
4561	Computer Service	Sales & Services	Auxiliary Enterprises	Computer Service	IT Support for Mines Alumni and Foundation.			
4562	Library Services	Sales & Services	Auxiliary Enterprises	Library Services	Revenue from fees for borrowing books, articles, thesis, etc.			Library Use Only
4563	Laboratory Service Sales - External	Sales & Services	Auxiliary Enterprises	Laboratory Services	Sales of services for lab analysis (e.g., Electron Microscopy Lab, Physical Metallurgy Lab)			
4575	Auxiliary Ticket Sales	Sales & Services	Auxiliary Enterprises	Auxiliary Ticket Sales	Ticket sales for sport season tickets, Edgar Mine Tours, etc.			

4576	Gate Receipts	Sales & Services	Auxiliary Enterprises	Entry to Sports Event	Home competition ticket sales from Baseball, Softball, Soccer, Football Games			Athletic Dept. Use Only
4577	Rental of Facilities- Aux	Sales & Services	Auxiliary Enterprises	Room rentals to external customers	Green Center and Student Center room rentals		Used for any rental not paid by University funds, even if the customer is affiliated with CSM	Should only be used in Auxiliary Indexes
4578	Advertising Revenue	Sales & Services	Auxiliary Enterprises	Advertising	Revenue from sale of advertising (e.g., Mines Magazine)			
4579	Dues - Subscriptions - Athletics	Sales & Services	Auxiliary Enterprises	Dues/Subscriptions for Athletics	Team member dues for club sports			Athletic Dept. Use Only
4580	Lockers Fees	Sales & Services	Auxiliary Enterprises	Lockers Fees	Locker Rentals at Student Recreation Center			SRC Use Only
4581	Ath. Program Sales	Sales & Services	Auxiliary Enterprises	Athletic Program Sales	Sales of sports programs (e.g., Football program pamphlet)			Athletic Dept. Use Only
4582	Miscellaneous - Revenue - Athletics	Sales & Services	Auxiliary Enterprises	Miscellaneous - Revenue - Athletics	All other athletic revenue that is not sales/services and does not fit into a category			Athletic Dept. Use Only
4603	Transcript fee	Other Revenue	Other Operating Revenue	Transcript fee	Revenue from providing transcripts			
4609	Library Lost Book	Other Revenue	Other Operating Revenue	Library Lost Book	Fine for lost library book			Library Use Only
4612	Convenience Fee	Other Revenue	Other Operating Revenue	A fee for paying with a credit card	Fee added to student tuition paid with credit card online.			Bursar's Use Only
4651	Other Miscellaneous Revenue	Other Revenue	Other Operating Revenue	Miscellaneous Revenues Non Exempt	All other revenue that is not sales/services and does not fit into a category.		If you will be receiving reoccurring payments - please contact the Controller's Office to set up a new account code specific to the payment type.	
4652	Late Payment Income	Other Revenue	Other Operating Revenue	Late Payment Income	Late tuition fee revenue			Bursar's Use Only
4656	NCAA / Conference Distributions	Other Revenue	Other Operating Revenue	NCAA / Conference Distributions	Revenue received from the NCAA or RMAC			Athletic Dept. Use Only
4775	Gifts from CSMF	Gifts	Contributions from CSMF, Inc.	Donations - Private for Operations	Reimbursement from the Colorado School of Mines Foundation.			Controller's Office Use Only
4900	Interdept. Sales of Services	Interdepartment Sales & Services	Internal Service Charges	Services between campus departments	Revenue received from department for room rentals, equipment rentals, lab analysis, etc.			Not to be used for Cashier deposits.
4904	Interdept. Sales of Supplies	Interdepartment Sales & Services	Internal Service Charges	Sales of supplies between campus departments	Revenue received from department for posters			Not to be used for Cashier deposits.
4905	Interdept. Sales of Meals	Interdepartment Sales & Services	Internal Service Charges	Sales of meals between campus departments	Revenue received from department for food (e.g., Conference Services)			Not to be used for Cashier deposits.
4908	Interdept. Sales of Fuel	Interdepartment Sales & Services	Internal Service Charges	Sales of fuel between campus departments	Revenue received from departments for fuel used by vehicles (e.g., the athletic bus or truck)			Not to be used for Cashier deposits.
4909	Interdept. Sales-Telephone BaseChg	Interdepartment Sales & Services	Internal Service Charges	Telephone charges between campus departments	Revenue received from departments for base phone			Not to be used for Cashier deposits.
4910	Interdept. Sales-Telephone LongDist	Interdepartment Sales & Services	Internal Service Charges	Long Distance Telephone charges between campus departments	Revenue received from departments for long distance phone usage			Not to be used for Cashier deposits.
4911	Interdept. Sales-Telephone WorkOrd	Interdepartment Sales & Services	Internal Service Charges	Telephone Work Order charges between campus departments	Revenue received from departments for support/work order requests.			Not to be used for Cashier deposits.
4912	Interdept. Rental for Official Func	Interdepartment Sales & Services	Internal Service Charges	Rental of Facilities between campus departments for special events	Revenue received from departments for facilities rentals			Not to be used for Cashier deposits.
4913	Interdept. Sales - Tech. Assistance	Interdepartment Sales & Services	Internal Service Charges	Technical assistance between campus departments	Revenue received from departments for campus labs providing technical assistance to internal lab users.			Not to be used for Cashier deposits.
4914	Interdept. Sales - Equipment Use	Interdepartment Sales & Services	Internal Service Charges	Equipment use between campus departments	Revenue received from departments for campus labs providing equipment use to internal lab users.			Not to be used for Cashier deposits.
4999	Agency Deposits	Agency	Agency Deposits	Funds where we are a pass-through for others	Financial Aid - Student loans & some scholarships			Financial Aid and Controller's Office Use Only

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5118	Grad Research Assistant Tuition	Grad Salary, Wages & Tuition Remission	CN HE Tuition Reimburseme	Graduate Research Assistant Tuition	Departments paying for the student's tuition as a benefit of the employment	Assistantship Policies Graduate Contracting Guide	Graduate Research Assistantships are supervised by individual faculty members to perform research that is associated with a student's area of study.	Financial Aid use only
5119	Grad Teaching Assistant Tuition	Grad Salary, Wages & Tuition Remission	CN HE Tuition Reimburseme	Grad Teaching Assistant Tuition	Departments paying for the student's tuition as a benefit of the employment	Assistant Policies Graduate Contracting Guide	Graduate Teaching Assistantship are awarded to students who assist in the education of other students, either undergraduate or graduate, by teaching, tutoring, instructing or lecturing in laboratories or recitations under the direction of a faculty member.	Financial Aid use only
5124	Personal Service Contracts	Personal Services Contracts	Personal Services - Tempora	Short term personal service contracts include performance of actions rather than the supply of goods.	Drivers, Graphic Artist, and Chefs etc.			
5125	Independent Contractors	Personal Services Contracts	Personal Services - Tempora	Temporary expenses associated with person or business that provides goods or services to the University under a contract.	Accountant, Business Consultants etc.			
5127	Officials	Personal Services Contracts	Personal Services - Tempora	Personal Services Contracts	Officials such as Ice Hockey, Water Polo, Baseball, and Debate tournaments etc.			
5129	Contracted Professional Services	Personal Services Contracts	Personal Services - Professio	Professional service contracts include performance of actions rather than the supply of goods.	Architects, engineers, and IT consultant etc.			
5201	Classified Full Time	Classified Salary, Wages & Leave	SPS Regular FT Wages	Classified Full Time	CO State Employee		SPS - Replaced by Classified	
5202	Permanent Part Time	Classified Salary, Wages & Leave	SPS Regular PT Wages	Permanent Part Time	Permanent Part Time		SPS - Replaced by Classified	
5203	Temp full Time	Classified Salary, Wages & Leave	SPS Temporary FT Wages	Temp Full Time	Temp Full Time		SPS - Replaced by Classified	
5204	Temp part time	Classified Salary, Wages & Leave	SPS Temporary PT Wages	Temp Part Time	Temp Part Time		SPS - Replaced by Classified	
5206	Classified Overtime	Classified Salary, Wages & Leave	SPS Overtime Wages	Classified Overtime	CO State Employee		SPS - Replaced by Classified	
5207	Classified Shift	Classified Salary, Wages & Leave	SPS Shift Differential Wages	Classified Shift	CO State Employee		SPS - Replaced by Classified	
5208	Annual Leave Payment - Classified	Classified Salary, Wages & Leave	SPS Annual Leave Payment	Annual Leave Payment - Classified	Vacation leave pay		SPS - Replaced by Classified	
5209	Sick Leave Payment - Classified	Classified Salary, Wages & Leave	SPS Sick Leave Payment	Sick Leave payment - Classified	Sick leave pay		SPS - Replaced by Classified	
5210	Academic Faculty	Faculty Salary, Wages & Leave	CN Regular FT Wages	Academic Faculty	Academic Faculty Wages	Academic Policies	Refer to Faculty Handbook	
5211	Research Faculty	Faculty Salary, Wages & Leave	CN Regular FT Wages	Research Faculty	Research Faculty Wages	Academic Policies	Refer to Faculty Handbook	
5212	Administrative Faculty	Faculty Salary, Wages & Leave	CN Regular FT Wages	Administrative Faculty	Administrative Faculty Wages	Academic Policies	Refer to Faculty Handbook	
5213	Grad TA Salary	Grad Salary, Wages & Tuition Remission	CN Temporary PT Wages - G	Grad TA Salary	A department paying for teaching assistant's salary for employment			
5214	Grad RA Salary	Grad Salary, Wages & Tuition Remission	CN Temporary PT Wages - G	Grad RA Salary	A department paying for research assistant's salary for employment			

5217	Sick Leave Payment - Faculty	Faculty Salary, Wages & Leave	CN Sick Leave Payment	Sick Leave payment - Faculty	Sick Leave Payment - Faculty			
5218	Hourly Student Help	Student Salary and Wages	Student Hourly Wages	Student Salary and Wages	Hourly Student Help			
5220	Adjunct Faculty	Faculty Salary, Wages & Leave	CN Temporary PT Wages	Temporary Faculty members who are appointed on a Semester-by-Semester basis	Adjunct Faculty	http://inside.mines.edu/POGO-Academic	Refer to Faculty Handbook	
5222	Non-Student Hrly	Other Salary and Wages	CN Temporary PT Wages	Non-Student Hourly	Temporary/part time employees who are not students or classified.			
5223	CN Annual Leave Payments	Faculty Salary, Wages & Leave	CN Annual Leave Payment	CN Annual Leave Payments	CN Annual Leave Payments			CN- contract employee
5228	FT Hourly Contract Employee	Faculty Salary, Wages & Leave	CN Regular FT Wages	Hourly employees not covered by the classified system	Full-time Administrative Faculty not exempt from overtime			
5238	PT Hourly Contract Employee	Faculty Salary, Wages & Leave	CN Regular PT Wages	Hourly employees not covered by the classified system	Part-time Administrative Faculty not exempt from overtime			
5301	Equipment Rentals	Contract Services	Miscellaneous Rentals	Contract Services	Rental charges for equipment such as compressors, tractors, trailers, excavators, etc.			
5302	Land/Bldg Rentals	Contract Services	Rental of Buildings	Long term rental/lease of space.	Federal Center research space, Off-site office rental		Not hourly rental for meetings/events. The state lease agreement might apply.	Please contact the Office of Design and Construction before use.
5303	Purchased Construction Services	Contract Services	Purchased Construction Serv	Contract Services	Electrical, plumbing, flooring, and general construction services.			Please contact the Office of Design and Construction before use.
5304	Computer Services	Contract Services	Other ADP Billings - Purch Se	Computer services to campus from CCIT	Installation, hardware upgrades, software upgrades etc.		Considering consolidating with 5305	
5305	Computer Svcs (Ext)	Contract Services	Other ADP Billings - Purch Se	Computer services to campus from external vendor	Installation, hardware upgrades, software upgrades, etc.		Considering inactivating and consolidating with 5304	
5306	Internal Svc Chgs	Contract Services	Other ADP Billings - Purch Se	Contract Services	Lab Equipment/Instrument service fees - internal			
5307	Network Services	Contract Services	Other ADP Billings - Purch Se	Contract Services	Internet, storage, servers, and websites etc.			
5308	Insurance	Contract Services	Insurance, Other than Empl	Contract Services	Worker compensation and unemployment		The University's insurance	Controller's Office Use Only
5309	Legal Costs	Contract Services	Legal Services	Contract Services	Lawyer's fees, filing fees, court costs, and other general legal costs.			
5312	Honorarium	Contract Services	Honorarium	Non-contract payment to non CSM employees conference speakers	A show of appreciation to professors, business professionals, and researchers for speaking engagement etc.			
5313	Lab Analysis	Contract Services	Other Purchased Services	Contract Services	Expenses incurred for lab analysis performed by Mines			
5317	Publishing	Contract Services	Other Purchased Services	Contract Services	Copyright, marketing, and printing etc.			
5319	Other Services	Contract Services	Other Purchased Services	Expenditures that does not fit a specific service account codes.	Other Services		If you will be making reoccurring payments - please contact the Controller's Office to set up a new account code specific to the payment type.	
5327	Visas & Immigration Costs	Other Expenses	Other Purchased Services	Visas & Immigration Costs	Visas & Immigration Documents Expenses	Sensitive Expenditures		Please review the Sensitive Expenditures Policy before use.
5332	Storage Rental	Contract Services	Miscellaneous Rentals	Short term rental of storage space, either on-site or off-site	PODS, storage during construction		Check with Controller's Office for rental over 1 year	
5333	Room Rental	Contract Services	Miscellaneous Rentals	Short term rental of rooms for meetings or events	Green Center and Student Center room rentals			
5405	Trash Hauling	Contract Services	Other Operating Expenses	Contract Services	Trash hauling services			
5406	Repair/Maint - Equip	Materials and Supplies	Other Maintenance/Repair S	Repair/Maint - Equipment	Microscope lenses, lasers, air compressors, and general lab equipment maintenance expenses etc.			
5407	Repair/Maint - Vehicle	Materials and Supplies	Other Maintenance/Repair S	Repair/Maintenance - Vehicle	Wash/Vacuum, tires, oil change, and brakes etc.			Mainly used by the Facilities Management.
5408	Repair/Maint - Building	Materials and Supplies	Other Maintenance/Repair S	Repair/Maint - Building	Repair expenses including paint, roof, lights, carpet, flooring, plumbing etc. for buildings			

5409	Repair/Maint - Land	Materials and Supplies	Other Maintenance/Repair S	Repair/Maint - Land	Fence, Sidewalk, Rocks, Sand, and general land maintenance costs.			
5410	Mechanical Maintenance	Materials and Supplies	Other Maintenance/Repair S	Expenses associated with fixing or maintaining purposes	Batteries, Belts, Sheet Metal, and Filters etc.			
5415	Water and Sewage	Contract Services	Water and Sewer Services	Contract Services	Water and sewage expenses			
5416	Supplies and Materials	Materials and Supplies	Other Supplies and Books	Supplies and Materials	Small item purchases expected to last less than a year.			
5417	Lab/Class Equip < \$5000	Materials and Supplies	Non-capitalized Equipment	Lab/Class equipment less than \$5,000	Air Compressors, Microscopes, Magnifier Lamp, and Digital Projectors etc.			
5418	Misc lab Supplies	Materials and Supplies	Other Supplies and Books	Lab Supplies	Test Tubes, Scales, Cylinders, Goggles, and Rulers etc.		Name change to Lab Supplies	
5419	Safety Improvement Supplies	Materials and Supplies	Non-capitalized Equipment	Expenses associated with small equipment/supply purchases related to safety improvements.	Hard Hats, Safety Goggles, Masks, and Gloves etc.		Purchases under \$5,000	Facilities Management.
5420	Chemicals	Materials and Supplies	Other Supplies and Books	Chemicals	Iron Sulfate, Potassium, and Starch etc.		CSDF Chemical Requisition Form	Requests for chemicals & radioactive materials are honored only if the requestor has current EHS Hazardous Waste Generator Training. CSDF stands for Chemical Storage and Distribution Facility.
5425	Construct Materials and Supplies	Materials and Supplies	Non-capitalized Building Ma	Construct Supplies less than \$5,000	Floors, windows, doors, hard hats, and gloves etc.			
5426	Grounds Supplies <\$5000	Materials and Supplies	Non-capitalized Building Ma	Grounds Supplies less than \$5000	Lawn mowers, string trimmers, leaf blowers, gloves, boots, and shovels etc.		Change name to Grounds Maintenance Supplies	Generally used by Facilities Management
5427	Cylinder Gases	Materials and Supplies	Other Supplies and Books	Gases (Contents of the cylinder)	Industrial Application Gases such as Carbon Dioxide, Helium, Argon, Nitrogen, and Oxygen etc.			If individuals are purchasing toxic, corrosive, reactive, pyrophoric, oxidizing & flammable gases for NEW activities should contact Environmental Health and Safety (EHS).
5428	Cylinder Rental	Materials and Supplies	Other Supplies and Books	Cylinder Rental	Cost associated with gas cylinders rental			
5429	Classroom Supplies	Materials and Supplies	Other Supplies and Books	Classroom Activity	Rulers, posters, markers, tape, books, and classroom related supplies etc.			
5430	Office Supplies	Materials and Supplies	Other Supplies and Books	Office Supplies	Staples, pens, markers, notebooks, and post it etc.			
5431	Computer Supplies	Materials and Supplies	Other Supplies and Books	Computer Supplies	Mouse pads, computer cleaning agents, and accessories etc.			
5440	Taxable Moving Exp	Other Expenses	Employee Moving Expenses	Pre-move house hunting trips	Rental car and associated fuel charges, lodging, parking charges, and meals for the Employee and the Employee's spouse/partner	Financial Policies 2 - 8 Moving & Relocation Allowance		
5441	Non-Taxable Moving Exp	Other Expenses	Employee Moving Expenses	Actual moving expenses for Mines' employees	Packing supplies, movers, and moving trucks etc.	Financial Policies 2 - 8 Moving & Relocation Allowance		
5442	Communications Services	Contract Services	Communication Services	Contracted Communication Services	Expenses associated with internet, telephone, and streaming TV etc.			
5447	Departmental Moves	Other Expenses	Other Expenses	Departments moving from one building to another during construction	Moves out of and back into the Green Center during roof replacement			
5448	Athletic Supplies	Materials and Supplies	Other Supplies and Books	Athletic Event/Activity	Basketballs, Footballs, Cones, Shirts, Pads, and Athletic Tapes etc.			
5449	Medical Supplies	Materials and Supplies	Other Supplies and Books	Medical supplies for Student Health Center or first aid kits with the University	Gauze, First Aid Kits, and Gloves etc.			

5450	Automotive Supplies	Materials and Supplies	Other Supplies and Books	Automotive Supplies	Windshield Wash, Engine Oil, Automotive Cleaners, Wipers, and Air Filters etc.		Generally used by Facilities Management
5451	Custodial Supplies	Materials and Supplies	Other Supplies and Books	Custodial Supplies	Trash bags, soaps, and cleaning agents etc.		
5452	Food Supplies	Materials and Supplies	Other Supplies and Books	Food for common areas and classroom activities	Chocolate, coffee, and candy for reception areas etc.	Examples of Sensitive Expenditures	Please review the Sensitive Expenditures policy before use
5453	Minor Tools/Equip <\$5000	Materials and Supplies	Non-capitalized Equipment	Minor Tools and equipment less than \$5,000	Tools, compressors, and power generators etc.		
5454	Comp Systems <\$5000	Materials and Supplies	Non-capitalized Equipment	Computer systems hardware less than \$5,000	Computer monitors, towers, and keyboards etc.		
5456	Comp Peripheral <\$5000	Materials and Supplies	Non-capitalized Equipment	Computer accessories less than \$5,000	Computer monitors, keyboards, microphones, and speakers etc.		
5457	Comp Software <\$5000	Materials and Supplies	Non-capitalized Equipment	Computer software less than \$5,000	Microsoft Word, Antivirus, and Operating Systems etc.		
5458	Network Supplies	Materials and Supplies	Other Supplies and Books	Network Supplies	Cables, Routers, and Network Adapters etc.		
5459	Contract/ Pers Service / Consulting	Contract Services	Other Purchased Services	Contract Services	Flooring services, cleaning services, and elevator services etc.		
5470	Fuel	Materials and Supplies	Other Operating Expenses	Fuel	Used by Facilities Management to charge department for use and fuel purchases on fleet vehicles not eligible for mileage reimbursement.		
5472	Courier Services	Materials and Supplies	Other Operating Expenses	Courier Services	UPS, FEDEX, and private courier services for delivery etc.		
5474	Hardware Maintenance	Materials and Supplies	Other Operating Expenses	Hardware Maintenance	Maintenance contracts on computer hardware.		
5476	Software Subscriptions & Support	Materials and Supplies	Other Operating Expenses	Software Maintenance	Software as a service and maintenance agreement on software.		
5478	Binding	Materials and Supplies	Other Operating Expenses	Binding	Books, documents, and costs associated with binding supplies etc.		
5479	Food Supplies - Sodexo	Materials and Supplies	Other Operating Expenses	Food Supplies - Sodexo	Food items purchased from Sodexo		
5481	Furniture <\$5000	Materials and Supplies	Non-capitalized Equipment	Furniture purchases less than \$5,000	Chairs, sofas, tables, file cabinets, and book shelves etc.		
5482	Telephone	Materials and Supplies	Communication Charges - Ex	Telephone Services	Telecommunications contracted services and purchase of equipment such as new phone or headset.		
5483	Postage	Materials and Supplies	Other Operating Expenses	Postage	Stamps and other charges associated with sending packages through mail.		
5484	Copying	Materials and Supplies	Printing and Reproduction S	Copying Services	Black/White and color copies, etc.		Considering renaming to Copying & Binding
5485	Printing	Materials and Supplies	Printing and Reproduction S	Printing Services	Posters, T-Shirts, and Business Cards etc.		
5486	Advertising/Publicity	Materials and Supplies	Other Operating Expenses	To promote the University related matters	Expenses such as Posters, Flyers, TV Commercials, Radio Commercials, and Social Media etc.		
5488	Electrical Supply	Materials and Supplies	Other Operating Expenses	Electrical Supply	Batteries, bulbs, electrical plugs, connectors, wires, and general electrical supplies etc.		
5501	Employee Vehicle Mileage	Travel Expenditures	In-State Travel	Personal Mileage	Mileage reimbursement associated with personal vehicle usage for University business	http://inside.mines.edu/Accounts Payable-Travel	Automobile have to be owed by the traveler.
5502	In-State Travel	Travel Expenditures	In-State Travel	In state travel	Travel expenses related to Colorado destinations for employees including: airfare, hotels, parking, fuel for rental car, per diems, etc.	http://inside.mines.edu/Accounts Payable-Travel	
5503	Instr Fld In-State	Travel Expenditures	In-State Travel	In state field session activities	Expenses associated field session travel in Colorado.	http://inside.mines.edu/Accounts Payable-Travel	

5504	Non-Employee Travel	Travel Expenditures	Out-of-State Travel/Non-Em	Non CSM employee travel	Travel expenses related to destinations outside of Colorado for non-employees including: airfare, hotels, parking, fuel for rental car, per diems, etc.	http://inside.mines.edu/Accounts_Payable-Travel		
5507	Out of State Travel	Travel Expenditures	Out-of-State Travel	Employee Out of State Travel	Travel expenses related to destinations outside of Colorado including: airfare, hotels, parking, fuel for rental car, per diems, etc.	http://inside.mines.edu/Accounts_Payable-Travel	Includes but not limited to Alaska, Puerto Rico, and Hawaii.	
5508	Inst Fld Out State	Travel Expenditures	Out-of-State Travel	Out of state field session activities	Expenses associated field session travel outside of Colorado	http://inside.mines.edu/Accounts_Payable-Travel		
5509	Travel Expenses (W-2)	Travel Expenditures	Out-of-State Travel					Controller's Office Use Only
5511	International Travel	Travel Expenditures	Out-of-Country Travel	International travel	Travel expenses related to international destinations including: airfare, hotels, parking, fuel for rental car, and per diems etc.	http://inside.mines.edu/Accounts_Payable-Travel	Includes but not limited to Canada and Mexico.	
5521	Natural Gas	Materials and Supplies	Other Energy Charges	Natural Gas Charges	Public Service Co. of Colorado (Xcel Energy), Ferrellgas, or other Natural Gas Service providers.			
5522	Electricity	Materials and Supplies	Other Energy Charges	Electricity Charges	Public Service Co. of Colorado (Xcel Energy) or other electricity service providers.			
5523	Steam	Materials and Supplies	Other Energy Charges	Steam Charges	Building heating charges			
5527	Freight	Materials and Supplies	Other Operating Expenses	Expenses associated with goods delivered from point A to point B.	Additional charges related to delivery of goods to campus.			
5528	Training Function	Other Expenses	Other Operating Expenses	Expenses associated with putting on the training.	Software training, First Aid training, and additional expenses related to general training function.			
5529	Student Activity	Other Expenses	Other Operating Expenses	Expenses associated with CSM student clubs, groups, and events etc.	T-Shirts, Water Bottles, Pens, and snacks etc.			
5531	Awards/Trophies	Other Expenses	Other Operating Expenses	Awards/Trophies	Awards, Plaques, Trophies, and Certificates etc.	Sensitive Expenditures		Please review the Sensitive Expenditures 10 before use.
5532	Registration Fees	Other Expenses	Other Operating Expenses	Registration Fees	Conferences, associations, meetings, training, etc.			
5533	Dues/Memberships	Other Expenses	Other Operating Expenses	Professional, Business, and Educational Dues/Membership that relates to the University's mission and purpose	Expenses such as Costco, Amazon, Conference, Seminars, and American Society of Civil Engineers etc.			
5534	Recruit/Scouting	Other Expenses	Other Operating Expenses	Recruit/Scouting costs for new faculty, athletics, etc.	Advertising Costs, food, meals, lodging, and airfare etc.	Travel Policies	Name change to Recruiting	Please refer to the Travel Policies related to travel expenses.
5535	Miscellaneous Expense	Materials and Supplies	Other Operating Expenses	Expenditures that does not fit a specific expense account codes.	Miscellaneous Expense		If you will be making reoccurring payments - please contact the Controller's Office to set up a new account code specific to the charge type.	
5536	Fundraising Expenses	Other Expenses	Other Operating Expenses	Activities/Events to solicit collecting gifts or monetary payment for goods and/or services that are provided.	Donuts, T-Shirts, Towels, Soaps, and Burrito ingredients etc.		Expenses for putting on the fundraising event.	
5537	Student Athlete Meals, Non-Travel	Other Expenses	Other Operating Expenses		Team meals provided by CSM on campus		Required for NCAA reporting	Athletics Use Only
5539	Licenses and Permits	Other Expenses	Other Operating Expenses	Payments to other governments for licenses and permits	Constructions permits, vehicle registrations (license plates), fees to Golden related to construction			
5551	Serials - Std Orders (non-cap)	Materials and Supplies	Books/Periodicals/Subscrip	Serials - Std Orders (non-cap)	Books, periodicals, and subscriptions etc.		Name change to Serials-Std Orders	Cost should be less than \$5,000
5552	Periodicals (non-cap)	Materials and Supplies	Books/Periodicals/Subscrip	Periodicals (non-cap)	Journals, Newsletters, and Newspaper etc.		Can be used by colleges/departments Considering inactivating and using 5554?	Cost should be less than \$5,000

5553	Journals (non-cap)	Materials and Supplies	Books/Periodicals/Subscription	Journals (non-cap)	Educational Journals, Medical Journals, and Psychology Journals etc.		Considering inactivating and consolidating with 5541	Cost should be less than \$5,000
5554	Books (non-cap)	Materials and Supplies	Books/Periodicals/Subscription	Books (non-cap)	Books and Audible etc.		Can be used by colleges/departments Considering name change to Books, Journals, & Periodicals	Cost should be less than \$5,000
5555	Subscriptions (non-cap)	Materials and Supplies	Books/Periodicals/Subscription	Subscriptions (non-cap)	Newspaper, Magazines, Radio, and Books etc.		Can be used by colleges/departments	Cost should be less than \$5,000
5559	Official Function	Other Expenses	Official Function	Expenditures shall be limited to reasonable and actual costs of the function.	Functions that aligns with the University's mission and purpose.	Financial Policies 2 - 6 Official Functions Appropriateness of Expenditures Statement Form		
5560	Maps (non-cap)	Materials and Supplies	Books/Periodicals/Subscription	Maps (non-cap)	Climate Maps, Physical Maps, Road Maps, and Topographic Maps etc.		Generally most areas except for the library	Cost should be less than \$5,000
5563	Conference Planning Expenses	Other Expenses	Official Function	Expenses for Auxiliary activities to conduct a formal meeting, primary for the outside entities.	Posters, name tags, lodging, room rental, and meals paid by the school for conference attendees, etc.		Name change to Conference Expenses - Hosted	
5565	Fellowship - Stipend	Scholarships & Fellowships	Student Financial Aid	As Graduate Fellowship Awards are made without the expectation of services being rendered.	Fellowship - Stipend	Graduate Contracts	If you have any questions please contact the Graduate Office.	Fellowship Implementation Spreadsheet is required and no need to complete a Student Agreement form to implement a graduate fellowship award.
5566	Fellowship - Tuition	Scholarships & Fellowships	Student Financial Aid	As Graduate Fellowship Awards are made without the expectation of services being rendered.	Fellowship - Tuition	Graduate Contracts	If you have any questions please contact the Graduate Office.	Fellowship Implementation Spreadsheet is required and no need to complete a Student Agreement form to implement a graduate fellowship award.
5567	Scholarship	Scholarships & Fellowships	Student Financial Aid	Scholarship	Expenses associated with tuition and fees	Scholarship and Recognition Award Policy	Financial Aid Office will work with colleges/departments/financial managers. Student Award Form is available in the Accounts Receivable and Cashiering web page.	Please contact the Financial Aid Office for any scholarship questions.
5585	Commencement	Other Expenses	Official Function	Expenses associated with the University's formal commencement activities held each year	Chair rental, printing, photos, etc.			
5587	Promotional Items	Other Expenses	Other Operating Expenses	Items purchased for giveaways	Blaster decals, Mines water bottles		Items should have some form of Mines branding and be intended as a marketing tool	Not to be used for resale items
5850	Sponsor Owned Property > \$5000	Capital Expenditures	Non-capitalized Equipment	Capital property purchases located on campus where title is vested with a Research Sponsor	Capital property with title that is vested with the sponsor (not CSM owned) with a cost of \$5,000 or greater			
5851	Sponsor Owned Fabricated Equip WIP	Capital Expenditures	Non-capitalized Equipment	Investigators occasionally must create equipment that is not available elsewhere. Fabricated equipment items are created either for use by the sponsor or for use by the University. Title is vested with a Research Sponsor.	Fabricated equipment that is vested with the sponsor (not CSM owned) with a cost of \$5,000 or greater		Fabricated Equipment Helpful Documents	Please review Fabricated Equipment Process.
5906	Equipment > \$5000	Capital Expenditures	Other Equipment - Direct Pu	Equipment purchases to support University activities	Equipment that should not include repair or computers with a cost of \$5,000 or greater			

5907	Motor Vehicle > \$5000	Capital Expenditures	Other Equipment - Direct Pu	Motor Vehicle and Heavy Equipment purchases to support University activities	Cars, trucks, tractors, trailers, or other heavy equipment and has a cost of \$5,000 or greater			
5909	Fabricated Equip Work-in-Process	Capital Expenditures	Other Equipment - Direct Pu	Investigators occasionally must create equipment that is not available elsewhere. Fabricated equipment items are created either for use by the sponsor or for use by the University.	Fabricated equipment where title is vested with the University and has a cost of \$5,000 or greater		Fabricated Equipment Helpful Documents	Please review Fabricated Equipment Process.
5910	Computer Systems > \$5000	Capital Expenditures	Other Equipment - Direct Pu	Computer Systems for the University	A complete working computer along with software, printer, and scanner etc. with a cost of \$5,000 or greater			
5913	Computer Software > \$5000	Capital Expenditures	Other Equipment - Direct Pu	Computer Software for the University	Bundled software that is loaded on to campus workstations or servers. This does not include web based or subscription software.			
5914	Network Equip > \$5000	Capital Expenditures	Other Equipment - Direct Pu	Network Equipment for the University	Servers, hubs, ,switches, etc. with a cost of \$5,000 or greater.			
5960	Real Property - Direct Purchase	Capital Expenditures	Other Real Property - Dir Pu	Expenses associated with building purchases	The University purchasing a building for additional offices.		Property that will be capitalized	Should be only used in the plant/project funds.
5999	Agency Withdrawals	Agency	Deposits Held in Custody	Agency Funds	Direct Plus Loan, Alternative Loan, and Direct Stafford Loan etc.			Financial Aid Office and the Controller's Office Use Only