

CU Medicine Administration  
Expense Codes  
As of 6/6/17

GL Code	Description	Definition	Notes/Examples of use
<b>Payroll Expense</b>			
6300100	CU Medicine Salaries-Admin Staff-Regular	Regular pay including stipends	
6300130	CU Medicine Salaries-Admin Staff-Overtime		
6300300	CU Medicine Salaries-Telecom Stipend		
<b>Operating Expenses</b>			
<b>Consultant/Contractual Services</b>			
7480105	Office Contractual Services	Ad hoc or one off consulting or contractor services; project based	Independent contractor, self employed consultant, consulting company
75526053	Purchased Services	Ongoing, recurring services under contract	Payroll processing, courier services
75526062	Legal Fees		
<b>Office Supplies and Services</b>			
7480101	Office Supplies		
7480104	Office Equipment Maintenance	Copier and printer maintenance/service plans	
7480111	Envelopes		
7480112	Parking Permits	Monthly parking permits	For one off parking fees, see Employee In State Travel
7480116	Paper		
7485107	Postage		
7485108	Overnight/Express Service	Fed Ex, UPS	For courier services see Purchased Services
7487602	Print/Repro Services	Printing and copy services; brochures, pamphlets, business cards	Kinkos/Fed Ex
7487615	Forms Printing	Custom forms printed specifically for CU Medicine's needs	Charge forms, A/P checks
7512600	Subscrpts/Bks/Period/Scores		
7522601	Food Supplies	Coffee, cream, water; other non-office supplies	For catering, meetings or office functions, see Official Functions
<b>Telecommunications</b>			
7482601	Telecom Supplies	Misc supplies relating to telecom	Head sets, phone cables, phone jacks
7482602	Telecom Services	Ad hoc or one off phone related services	Voice connection maintenance agreement, internet, DSL line
7482604	Telecom Equip Maint		
7482605	Telecom Contractual Services	Ongoing, recurring contracted phone related services	Phone repairs contract (Level 3)
7482607	Toll Charges		
7482608	Pagers		
7482609	Cellular Phones		
<b>Information Technology</b>			
7500100	IT Supplies	Surge protector, flash drives, batteries, etc	
7500400	IT Software Licenses	Software and/or licenses	Mselect Pro, Adobe, Symantec, EE appraiser, etc.
7500500	IT Maintenance Agreements	Hardware/software maintenance agreements	Tumbleweed, server, warranty, support etc
7500600	IT Contractual Services	Ad hoc or one off IT related services	IDX Ecommerce, Analyzer special programming
7500800	Computers (Bundled < \$5000)		
7500900	Servers < \$5000		
7501000	Printers < \$5000		
7501200	Other IT Hardware < \$5000		
7501400	Peripherals < \$5000		
<b>Recruiting, Advertising and Publicity</b>			
7507601	Recruitment/Procurement Advertising Supplies	HR/Executive use only	
7507602	Recruitment/Procurement Advertising Services	HR/Executive use only	
7508701	General Advertising Supplies	Promotional items	Water bottles, pedometer clips, etc
7508702	General Advertising Services	Company advertising (Yellow pages, magazine, etc.); marketing	
<b>Equipment-Non-Capital</b>			
7537600	Equipment < \$5000		For computers, printers, etc. see Information Technology
7537603	Furniture < \$5000		
<b>Other Operating Expenses</b>			
7502800	Space Rentals		
7522602	Food Services	Food expenses associated with business meetings	Orientation, working lunch, overtime meals, FAC and annual meeting
7540102	Moving Services		
7540104	Storage Services		For record storage, see Record Storage
7547600	Donations to Organizations	Charitable contributions	
75476007	Donations to Affiliates	Charitable contributions to CU, UCH or Children's Colorado	
75526051	Salary Support Contracts	Payments to affiliates, shared staff	
<b>Employee Development and Relations</b>			
7510100	Dues/Member-Prof Organizations		
7550100	Official Funct-Receipts/Events	HR and Executive use only - employee recognition programs	Summer BBQ, holiday turkeys, service awards, yogurt cart
7550200	Official Funct-Meetings/Confs	Departmental team building (limited per person per year)	For working lunches, see Food Services
75526015	Employee Relations (Flowers)		
7552617	Training Fees	Training to further employee's skills; non-professional certification based	Horizon (Microsoft office), Mountain States
7552626	Fees/Licenses		
7553000	Conference Registration Fees		
7700100	Employee Travel - In State		
7700200	Employee Travel - Out of State		
7770101	Awards/Prizes	Retirement gifts	
7770200	Tuition/Fee Award	HR use only	
7770404	Continuing Education	Education to retain existing professional licenses	
<b>Fixed Assets</b>			
8810100	Equipment >= \$5000		
88101003	FF & E - Office		
88101004	FF&E-Data Processing		
88101005	FF & E - Transportation Equipment		