

Specialist Assignments By Expense Codes

Expense Codes	Expense Codes Description	Specialist
3108	LEGAL SERVICES - Includes external attorneys or law firms.	Nick Gavallas
3109	ACCOUNTING SERVICES - Includes firms such as NSU's external auditors.	Nick Gavallas
3110	CONSULTANTS ADMINISTRATIVE - Payments for services <i>and consultant travel</i> of an administrative nature. Social Security number or Federal I.D. number required.	Nick Gavallas
3112	CONSULTANTS - ACADEMIC - Payments for services <i>and consultant travel</i> of an academic nature. Social Security number or Federal I.D. number required.	Nick Gavallas
3113	OTHER CONTRACTUAL SERVICES – Non-taxable services. <i>(such as teachers in countries outside U.S.)</i>	Nick Gavallas
3114	OTHER CONTRACTUAL SERVICES - Mailing services, calligraphers, fingerprinting, referees, <i>awards to students</i> , etc. <i>(taxable services)</i>	Nick Gavallas
3115	ACCREDITATION FEES	Nick Gavallas
3116	OTHER CONTRACTUAL SERVICES – Payments to sub-contractors for services and goods purchased <i>under sponsored agreements only</i> .	Nick Gavallas
3117	TEMPORARY AGENCY WORKERS - Charges from outside agencies.	Nick Gavallas
3119	DATABASE CONTRACTUAL SERVICES – Annual contract fees for access to the web and databases.	Harmoni Clealand
3210	EQUIPMENT RENTAL - Costs of <u>rented</u> equipment; <u>not</u> purchases through capital financing leases.	Nick Gavallas
3211	PHOTOCOPY RENTAL – costs of rented or lease equipment <u>related to fund "8" accounts only</u> for photocopying.	Nick Gavallas
3212	LEASE VEHICLE EXPENSE – costs of leased vehicles	Mike Corominas
3220	BUS/FIELD TRIP EXPENSE - Bus rentals and field trip expense, primarily University School.	Nick Gavallas
3260	SUPPLIES JANITORIAL	Nick Gavallas
3261	SUPPLIES CLASSROOM - Workbooks, books, etc	Lissette Barrios
3262	SUPPLIES LABORATORY - Test tubes, beakers, etc\	Jose Abreu
3263	SUPPLIES MAINTENANCE - Repair materials and tools.	Nick Gavallas
3266	SUPPLIES OFFICE - Pens, pencils, staples, ribbons, etc.	Lissette Barrios
3267	SUPPLIES COMPUTER - Ribbons, discs, printer supplies, cables for computers, etc. (Use 3277 for paper.)	Harmoni Clealand
3268	SUPPLIES - AUDIO/VISUAL - Film, flash bulbs, etc.	Harmoni Clealand
3269	SUPPLIES - STUDENT TESTING - Revenue from student testing is 0119.	Nick Gavallas
3270	SUPPLIES - ATHLETIC	Nick Gavallas
3271	SUPPLIES - ART	Nick Gavallas
3272	SUPPLIES - COMMENCEMENT	Nick Gavallas
3273	SUPPLIES - GIFTED	Nick Gavallas
3274	SUPPLIES - GUIDANCE	Nick Gavallas
3275	SUPPLIES - MEDIA	Lissette Barrios
3276	SUPPLIES – MUSIC	Nick Gavallas
3277	SUPPLIES - PAPER – All paper supplies (copier paper, computer, bond, multi-purpose)	Nick Gavallas
3278	SUPPLIES - PERFORMING ARTS	Nick Gavallas
3279	SUPPLIES - PHYSICAL EDUCATION	Nick Gavallas

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3280	SUPPLIES - YEARBOOK	Nick Gavallas
3281	SUPPLIES - FOOD EXPENSE	Nick Gavallas
3282	SUPPLIES - MEDICAL - Other than drugs or chemicals.	Jose Abreu
3283	SUPPLIES - NON-CONTROLLED DRUGS AND CHEMICALS	Jose Abreu
3284	SUPPLIES - OPTOMETRIC	Jose Abreu
3285	SUPPLIES - PHOTOCOPYING - Toner, developer, etc. (Use 3277 for paper.)	Harmoni Clealand
3286	SUPPLIES - CHINA/GLASS - Food service related.	Nick Gavallas
3287	SUPPLIES - DENTAL	Jose Abreu
3288	SUPPLIES - CONTROLLED SUBSTANCES	Jose Abreu
3290	SUPPLIES - PLANTS (OCEANOGRAPHY USE ONLY)	Jose Abreu
3291	SUPPLIES - LIVESTOCK	Jose Abreu
3292	SUPPLIES - FISH FEED	Jose Abreu
3410	PHYSICAL PLANT MOVING EXPENSE - Office relocation charges.	Nick Gavallas
3430	BLDG CONTRACTS - REPAIRS/MAINTENANCE - Outside vendors' charges for building repairs including elevator maintenance. (Equipment repairs & maintenance are 3432).	Nick Gavallas
3431	CLEANING CONTRACTS - Outside vendors' charges. (cleaning & grounds upkeep)	Nick Gavallas
3432	EQUIPMENT SERVICE/REPAIR - Includes hardware/software maintenance and contracts/licenses approved by Office of Information Technologies	See Note
3433	BLDG CONTRACTS - REPAIRS/MAINTENANCE - Outside vendors' charges for building repairs including elevator maintenance. (Facilities Management use only).	Nick Gavallas
3434	OUTSIDE SECURITY - Outside security contracts.	Nick Gavallas
3435	UNIFORM/LAUNDRY SERVICE - Purchase and Cleaning expense.	Nick Gavallas
3440	VEHICLE OPERATION EXPENSE - Gas, oil, repairs, etc., <i>OnStar and SunPass</i> .	Nick Gavallas
3450	ELECTRICITY EXPENSE - Utility cost.	Nick Gavallas
3460	GAS/OIL BUILDING EXPENSE - Utility cost.	Nick Gavallas
3470	WATER/SEWER EXPENSE - Utility cost. (Water cooler expenses are 3266.)	Nick Gavallas
3480	REFUSE REMOVAL EXPENSE	Nick Gavallas
3490	OFFICE/DOCKAGE RENTAL EXPENSE - includes Housing leases of less than one year.	Nick Gavallas
3492	CLASSROOM RENTAL EXPENSE - includes leases of less than one year	Nick Gavallas
3493	CLASSROOM LEASE EXPENSE - cost of all expenses related to lease agreements for classroom space for one year or longer.	Nick Gavallas
3494	LEASE COMMITMENT EXPENSE - Cost of all expenses related to lease agreements such as office, housing, etc. (except classroom, vehicles) for one year or longer.	Nick Gavallas
3510	PHONES/CELLS/BEEPERS/ANSWERING SVCS - Actual costs of local and long-distance telephone services, telephone installation/relocation, telegraph, fax, beepers and cell phones.	Nick Gavallas
3512	800 TOLL FREE LINE - Charges for incoming calls.	Nick Gavallas
3530	POSTAGE/FREIGHT EXPENSE - Postage, meter rental, post office box rental, separately invoiced freight, delivery services, etc.	Nick Gavallas
3551	PRINTING - OUTSIDE - Work done by outside vendors (which requires prior approval by Publications Office).	Nick Gavallas

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3570	MARKETING-RELATED ADVERTISING - Charges for magazine and newspaper ads, radio and TV commercials promoting NSU's programs or events.	Lissette Barrios
3571	NON-MARKETING ADVERTISING - All advertising costs unrelated to marketing, such as personnel ads.	Lissette Barrios
3732	OTHER NETWORK EXPENSES - Computer network services from outside vendors for expenses related to wiring and related parts.	Harmoni Clealand
4330	ENTERTAINMENT EXPENSE - Meals, receptions, and similar events organized by Human Resources; executive meals by officers and deans with outside consultants and others.	Nick Gavallas
4360	DUES & MEMBERSHIPS - Institutional & individual memberships in relevant professional and community organizations and subscriptions.	Nick Gavallas
4380	PROMOTION / BANQUETS EXPENSE - Marketing & development events like receptions with prospective students, parties for prospective donors, and meal costs for summer institutes.	Lissette Barrios
5750	MINOR EQUIPMENT UNDER \$1,000 – Furniture, fixtures and computer equipment not capitalized.	See Note
5758	COMPUTER SOFTWARE - Software programs. <i>(For software over \$5,000 use 9085)</i>	Harmoni Clealand
5760	SPONSOR'S RESEARCH EQUIPMENT - For contracts and grants use, and for other equipment purchases where title does not pass to NSU.	See Note
6340	PURCHASES FOR RESALE - Books, workbooks, alumni items, etc. purchased for resale. Credit sales to 0974.	See Note
9000	CAPITAL EXPENSE - BUILDINGS – Used in Plant Fund Accounts only. All acquisition costs: Architects' fees, drawings, blueprints, construction contracts, etc., major repairs/renovations. Installation of equipment permanently attached to a	Nick Gavallas
9009	CAPITAL EXPENSE – LEASE IMPROVEMENTS	Nick Gavallas
9010	CAPITAL EXPENSE - FURNITURE AND FIXTURES - Purchases for individual items over \$1,000 each, such as educational/classroom equipment, office furniture/equipment, and maintenance equipment.	See Note
9020	CAPITAL EXPENSE - LIBRARY BOOKS - Materials cataloged by the libraries. (For materials sold or given to students use 6340, workbooks for classroom use 3261, or books for department use, account code 3266.)	Lissette Barrios
9022	CAPITAL EXPENSE - LIBRARY - CD-ROM - Library use only. <i>(For annual contract fees to access web sites and databases use account code 3119 "Database Contractual Services".)</i>	Lissette Barrios
9024	CAPITAL EXPENSE - LIBRARY REPLACEMENTS - Library use only.	Lissette Barrios
9030	CAPITAL EXPENSE - SUBSCRIPTIONS - Library use only <i>for bound subscriptions.</i> (For departmental subscriptions, use 4360)	Lissette Barrios
9040	CAPITAL EXPENSE - SUBSCRIPTIONS - Library use only <i>for bound subscriptions.</i>	Lissette Barrios
9050	CAPITAL EXPENSE - LAND IMPROVEMENTS - Cost of site development, parking lots, sidewalks, outdoor lighting, utility systems, etc.	Nick Gavallas
9060	CAPITAL EXPENSE - LAND - Finance use only.	NA
9070	CAPITAL EXPENSE - AIR CONDITIONING EQUIPMENT - Air conditioning equipment with a unit value over \$1,000.	Nick Gavallas
9080	CAPITAL EXPENSE - COMPUTER EQUIPMENT - All computer equipment with a unit value of \$1,000 or more, such as monitors, printers, CPU's, etc.	Harmoni Clealand
9085	CAPITAL EXPENSE – COMPUTER SOFTWARE – For purchases over \$5,000	Harmoni Clealand
NOTES:		
Mike Corominas	Vehicle Purchases	
Harmoni Clealand	Audio Visual and Digital Media Technology Projects, and Equipment.	
Lissette Barrios	Office Supplies, Furniture, Books and Classroom Supplies, Marketing and Promotional Items, Printing	
Nick Gavallas	Contractual Services, MRO, Telecommunication Equipment and Services, Industrial Equipment, Building Contracts, Equipment Rental, Specialty and Copy Paper, Food Service Equipment, all Grande Oaks and Museum of Art Blanket Purchase Orders.	
Jose Abreu	General Med/Surg supplies, Dental, Pharmaceuticals, Optometry, Research/Laboratory equipment and supplies.	
Harmoni Clealand	Technology related equipment and supplies- Laptops, Computers, Servers, Software, Peripherals, and Network Equipment, Maintenance and Software Support contracts.	
All other requisitions outside of these categories will be assigned by the Director of Procurement on a case-by-case basis.		