

## Buyer Assignments By Expense Code

Codes	Expense Codes Description	Buyer
3108	<b>LEGAL SERVICES</b> - Includes external attorneys or law firms.	Nick Gavallas
3109	<b>ACCOUNTING SERVICES</b> - Includes firms such as NSU's external auditors.	Nick Gavallas
3110	<b>CONSULTANTS ADMINISTRATIVE</b> - Payments for services <i>and consultant travel</i> of an administrative nature. Social Security number or Federal I.D. number required.	Nick Gavallas
3112	<b>CONSULTANTS - ACADEMIC</b> - Payments for services <i>and consultant travel</i> of an academic nature. Social Security number or Federal I.D. number required.	Nick Gavallas
3113	<b>OTHER CONTRACTUAL SERVICES</b> – Non-taxable services. ( <i>such as teachers in countries outside U.S.</i> )	Nick Gavallas
3114	<b>OTHER CONTRACTUAL SERVICES</b> - Mailing services, calligraphers, fingerprinting, referees, <i>awards to students</i> , etc. ( <i>taxable services</i> )	Nick Gavallas
3115	<b>ACCREDITATION FEES</b>	Nick Gavallas
3116	<b>OTHER CONTRACTUAL SERVICES</b> – Payments to sub-contractors for services and goods purchased <i>under sponsored agreements only</i> .	Nick Gavallas
3117	<b>TEMPORARY AGENCY WORKERS</b> - Charges from outside agencies.	Nick Gavallas
3119	<b>DATABASE CONTRACTUAL SERVICES</b> – Annual contract fees for access to the web and databases.	Harmoni Clealand
3210	<b>EQUIPMENT RENTAL</b> - Costs of <u>rented</u> equipment; <u>not</u> purchases through capital financing leases.	Nick Gavallas
3211	<b>PHOTOCOPY RENTAL</b> – costs of rented or lease equipment <u>related to fund “8” accounts only</u> for photocopying.	Nick Gavallas
3212	<b>LEASE VEHICLE EXPENSE</b> – costs of leased vehicles	Mike Corominas
3220	<b>BUS/FIELD TRIP EXPENSE</b> - Bus rentals and field trip expense, primarily University School.	Nick Gavallas
3260	<b>SUPPLIES JANITORIAL</b>	Nick Gavallas
3261	<b>SUPPLIES CLASSROOM</b> - Workbooks, books, etc	Florence Legoute
3262	<b>SUPPLIES LABORATORY</b> - Test tubes, beakers, etc\	Florence Legoute
3263	<b>SUPPLIES MAINTENANCE</b> - Repair materials and tools.	Nick Gavallas
3266	<b>SUPPLIES OFFICE</b> - Pens, pencils, staples, ribbons, etc.	Lissette Barrios
3267	<b>SUPPLIES COMPUTER</b> - Ribbons, discs, printer supplies, cables for computers, etc. (Use 3277 for paper.)	Tina Wright
3268	<b>SUPPLIES - AUDIO/VISUAL</b> - Film, flash bulbs, etc.	Tina Wright
3269	<b>SUPPLIES - STUDENT TESTING</b> - Revenue from student testing is 0119.	Florence Legoute
3270	<b>SUPPLIES - ATHLETIC</b>	Nick Gavallas
3271	<b>SUPPLIES - ART</b>	Nick Gavallas
3272	<b>SUPPLIES - COMMENCEMENT</b>	Nick Gavallas
3273	<b>SUPPLIES - GIFTED</b>	Nick Gavallas
3274	<b>SUPPLIES - GUIDANCE</b>	Nick Gavallas
3275	<b>SUPPLIES - MEDIA</b>	Tina Wright
3276	<b>SUPPLIES – MUSIC</b>	Nick Gavallas
3277	<b>SUPPLIES - PAPER</b> – All paper supplies (copier paper, computer, bond, multi-purpose)	Nick Gavallas
3278	<b>SUPPLIES - PERFORMING ARTS</b>	Florence Legoute
3279	<b>SUPPLIES - PHYSICAL EDUCATION</b>	Florence Legoute
3280	<b>SUPPLIES - YEARBOOK</b>	Florence Legoute
3281	<b>SUPPLIES - FOOD EXPENSE</b>	Nick Gavallas
3282	<b>SUPPLIES - MEDICAL</b> - Other than drugs or chemicals.	Florence Legoute
3283	<b>SUPPLIES – NON-CONTROLLED DRUGS AND CHEMICALS</b>	Florence Legoute
3284	<b>SUPPLIES - OPTOMETRIC</b>	Florence Legoute
3285	<b>SUPPLIES - PHOTOCOPYING</b> - Toner, developer, etc. (Use 3277 for paper.)	Harmoni Clealand
3286	<b>SUPPLIES - CHINA/GLASS</b> - Food service related.	Nick Gavallas
3287	<b>SUPPLIES – DENTAL</b>	Florence Legoute
3288	<b>SUPPLIES - CONTROLLED SUBSTANCES</b>	Florence Legoute

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3290	<b>SUPPLIES - PLANTS (OCEANOGRAPHY USE ONLY)</b>	Florence Legoute
3291	<b>SUPPLIES - LIVESTOCK</b>	Florence Legoute
3292	<b>SUPPLIES - FISH FEED</b>	Florence Legoute
3410	<b>PHYSICAL PLANT MOVING EXPENSE</b> - Office relocation charges.	Nick Gavallas
3430	<b>BLDG CONTRACTS - REPAIRS/MAINTENANCE</b> - Outside vendors' charges for building repairs including elevator maintenance. (Equipment repairs & maintenance are 3432).	Nick Gavallas
3431	<b>CLEANING CONTRACTS</b> - Outside vendors' charges. ( <b>cleaning &amp; grounds upkeep</b> )	Nick Gavallas
3432	<b>EQUIPMENT SERVICE/REPAIR</b> - Includes hardware/software maintenance and contracts/licenses approved by Office of Information Technologies	See Note
3433	<b>BLDG CONTRACTS - REPAIRS/MAINTENANCE</b> - Outside vendors' charges for building repairs including elevator maintenance. (Facilities Management use only).	Nick Gavallas
3434	<b>OUTSIDE SECURITY</b> – Outside security contracts.	Nick Gavallas
3435	<b>UNIFORM/LAUNDRY SERVICE</b> – <i>Purchase</i> and Cleaning expense.	Nick Gavallas
3440	<b>VEHICLE OPERATION EXPENSE</b> - Gas, oil, repairs, etc., <i>OnStar and SunPass</i> .	Nick Gavallas
3450	<b>ELECTRICITY EXPENSE</b> - Utility cost.	Nick Gavallas
3460	<b>GAS/OIL BUILDING EXPENSE</b> - Utility cost.	Nick Gavallas
3470	<b>WATER/SEWER EXPENSE</b> - Utility cost. (Water cooler expenses are 3266.)	Nick Gavallas
3480	<b>REFUSE REMOVAL EXPENSE</b>	Nick Gavallas
3490	<b>OFFICE/DOCKAGE RENTAL EXPENSE</b> – includes <b>Housing leases of less than one year</b> .	Nick Gavallas
3492	<b>CLASSROOM RENTAL EXPENSE</b> – includes <b>leases of less than one year</b>	Nick Gavallas
3493	<b>CLASSROOM LEASE EXPENSE</b> – cost of all expenses related to lease agreements for classroom space <b>for one year or longer</b> .	Nick Gavallas
3494	<b>LEASE COMMITMENT EXPENSE</b> – Cost of all expenses related to lease agreements such as office, housing, etc. (except classroom, vehicles) <b>for one year or longer</b> .	Nick Gavallas
3510	<b>PHONES/CELLS/BEEPERS/ANSWERING SVCS</b> - Actual costs of local and long-distance telephone services, telephone installation/relocation, telegraph, fax, beepers and cell phones.	Nick Gavallas
3512	<b>800 TOLL FREE LINE</b> - Charges for incoming calls.	Nick Gavallas
3530	<b>POSTAGE/FREIGHT EXPENSE</b> - Postage, meter rental, post office box rental, separately invoiced freight, delivery services, etc.	Nick Gavallas
3551	<b>PRINTING - OUTSIDE</b> - Work done by outside vendors (which requires prior approval by Publications Office).	Florence Legoute
3570	<b>MARKETING-RELATED ADVERTISING</b> - Charges for magazine and newspaper ads, radio and TV commercials promoting NSU's programs or events.	Florence Legoute
3571	<b>NON-MARKETING ADVERTISING</b> - All advertising costs unrelated to marketing, such as personnel ads.	Florence Legoute
3732	<b>OTHER NETWORK EXPENSES</b> - Computer network services from outside vendors for expenses related to wiring and related parts.	Harmoni Cleland
4330	<b>ENTERTAINMENT EXPENSE</b> - Meals, receptions, and similar events organized by Human Resources; executive meals by officers and deans with outside consultants and others.	Florence Legoute
4360	<b>DUES &amp; MEMBERSHIPS</b> - Institutional & individual memberships in relevant professional and community organizations and subscriptions.	Florence Legoute
4380	<b>PROMOTION / BANQUETS EXPENSE</b> - Marketing & development events like receptions with prospective students, parties for prospective donors, and meal costs for summer institutes.	Florence Legoute
5750	<b>MINOR EQUIPMENT UNDER \$1,000</b> – Furniture, fixtures and computer equipment not capitalized.	See Note
5758	<b>COMPUTER SOFTWARE</b> - Software programs. ( <i>For software over \$5,000 use 9085</i> )	Tina Wright
5760	<b>SPONSOR'S RESEARCH EQUIPMENT</b> - For contracts and grants use, and for other equipment purchases where title does not pass to NSU.	See Note

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6340	<b>PURCHASES FOR RESALE</b> - Books, workbooks, alumni items, etc. purchased for resale. Credit sales to 0974.	See Note
9000	<b>CAPITAL EXPENSE - BUILDINGS – Used in Plant Fund Accounts only.</b> All acquisition costs: Architects' fees, drawings, blueprints, construction contracts, etc., major repairs/renovations . Installation of equipment permanently attached to a building.	Nick Gavallas
9009	<b>CAPITAL EXPENSE – LEASE IMPROVEMENTS</b>	Nick Gavallas
9010	<b>CAPITAL EXPENSE - FURNITURE AND FIXTURES</b> - Purchases for individual items over \$1,000 each, such as educational/classroom equipment, office furniture/equipment, and maintenance equipment.	See Note
9020	<b>CAPITAL EXPENSE - LIBRARY BOOKS</b> - 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	<b>CAPITAL EXPENSE - LIBRARY - CD-ROM</b> - 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	<b>CAPITAL EXPENSE - LIBRARY REPLACEMENTS</b> - Library use only.	Lissette Barrios
9030	<b>CAPITAL EXPENSE - SUBSCRIPTIONS</b> - Library use only <i>for bound subscriptions.</i> <i>(For departmental subscriptions, use 4360)</i>	Lissette Barrios
9040	<b>CAPITAL EXPENSE - SUBSCRIPTIONS</b> - Library use only <i>for bound subscriptions.</i>	Lissette Barrios
9050	<b>CAPITAL EXPENSE - LAND IMPROVEMENTS</b> - Cost of site development, parking lots, sidewalks, outdoor lighting, utility systems, etc.	Nick Gavallas
9060	<b>CAPITAL EXPENSE - LAND</b> - Finance use only.	NA
9070	<b>CAPITAL EXPENSE - AIR CONDITIONING EQUIPMENT</b> - Air conditioning equipment with a unit value over \$1,000.	Nick Gavallas
9080	<b>CAPITAL EXPENSE - COMPUTER EQUIPMENT</b> - All computer equipment with a unit value of \$1,000 or more, such as monitors, printers, CPU's, etc.	Harmoni Clealand
9085	<b>CAPITAL EXPENSE – COMPUTER SOFTWARE</b> – For purchases over \$5,000	Harmoni Clealand
<b>NOTE:</b>		
	Lissette Barrios - Furniture (office, audio-visual, panels, casegoods, workstations), office supplies.	
	Nick Gavallas - Contractual services, MRO, vehicle maintenance, telecommunication equipment and services, industrial equipment (cleaning, operations, maintenance), bldg. contracts, vehicle expenses, equipment rental, specialty & copy paper, food service equipment. All Grande Oaks and Museum of Art blanket orders.	
	Harmoni Clealand - Laptops, Computers, Monitors and Network Equipment.	
	Carolyn Messersmith - AV & Digital Media Technology.	
	Tina Wright - Computer software, peripherals, supplies, and minor equipment.	
	Mike Corominas - Vehicle Purchases & Leases.	
	Florence Legoute - General medical equipment & supplies (optometry, dental, clinics, lab, etc.) marketing and promotional items,	
	All other requisitions outside of these categories will be assigned by the Purchasing Director on a case-by-case basis.	