

Buyer Assignments By Expense Codes

Codes	Expense Codes Description	Buyer
3108	LEGAL SERVICES - Includes external attorneys or law firms.	Florence Legoute
3109	ACCOUNTING SERVICES - Includes firms such as NSU's external auditors.	Florence Legoute
3110	CONSULTANTS ADMINISTRATIVE Payments for services <i>and consultant travel</i> of an administrative nature. Social Security number or Federal I.D. number required.	Florence Legoute
3112	CONSULTANTS ACADEMIC Payments for services <i>and consultant travel</i> of an academic nature. Social Security number or Federal I.D. number required.	Florence Legoute
3113	OTHER CONTRACTUAL SERVICES – Non-taxable services. (<i>such as teachers in countries outside U.S.</i>)	Florence Legoute
3114	OTHER CONTRACTUAL SERVICES Mailing services, calligraphers, fingerprinting, referees, <i>awards to students</i> , etc. (<i>taxable services</i>)	Florence Legoute
3115	ACCREDITATION FEES	Florence Legoute
3116	OTHER CONTRACTUAL SERVICES – Payments to sub-contractors for services and goods purchased <i>under sponsored agreements only</i> .	Florence Legoute
3117	TEMPORARY AGENCY WORKERS Charges from outside agencies.	Florence Legoute
3119	DATABASE CONTRACTUAL SERVICES – Annual contract fees for access to the web and databases.	Carolyn Messersmith
3210	EQUIPMENT RENTAL Costs of <u>rented</u> equipment; <u>not</u> purchases through capital financing leases.	Florence Legoute
3211	PHOTOCOPY RENTAL – costs of rented or lease equipment related to fund “8” accounts only for photocopying.	Florence Legoute
3212	LEASE VEHICLE EXPENSE – costs of leased vehicles	Mike Corominas
3220	BUS/FIELD TRIP EXPENSE Bus rentals and field trip expense, primarily University School.	Florence Legoute
3260	SUPPLIES JANITORIAL	Florence Legoute
3261	SUPPLIES CLASSROOM Workbooks, books, etc	Florence Legoute
3262	SUPPLIES LABORATORY Test tubes, beakers, etc\	Florence Legoute
3263	SUPPLIES MAINTENANCE Repair materials and tools.	Lissette Barrios
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.)	Carolyn Messersmith
3268	SUPPLIES AUDIO/VISUAL Film, flash bulbs, etc.	Carolyn Messersmith
3269	SUPPLIES STUDENT TESTING Revenue from student testing is 0119.	Florence Legoute
3270	SUPPLIES ATHLETIC	Florence Legoute
3271	SUPPLIES ART	Florence Legoute
3272	SUPPLIES COMMENCEMENT	Florence Legoute
3273	SUPPLIES GIFTED	Florence Legoute
3274	SUPPLIES GUIDANCE	Florence Legoute
3275	SUPPLIES MEDIA	Carolyn Messersmith
3276	SUPPLIES – MUSIC	Lissette Barrios
3277	SUPPLIES PAPER – All paper supplies (copier paper, computer, bond, multi-purpose)	Florence Legoute
3278	SUPPLIES PERFORMING ARTS	Lissette Barrios
3279	SUPPLIES PHYSICAL EDUCATION	Lissette Barrios
3280	SUPPLIES YEARBOOK	Lissette Barrios
3281	SUPPLIES FOOD EXPENSE	Lissette Barrios
3282	SUPPLIES MEDICAL Other than drugs or chemicals.	Florence Legoute
3283	SUPPLIES – NON-CONTROLLED DRUGS AND CHEMICALS	Florence Legoute
3284	SUPPLIES - OPTOMETRIC	Florence Legoute
3285	SUPPLIES PHOTOCOPYING Toner, developer, etc. (Use 3277 for paper.)	Carolyn Messersmith
3286	SUPPLIES CHINA/GLASS Food service related.	Florence Legoute
3287	SUPPLIES – DENTAL	Florence Legoute
3288	SUPPLIES - CONTROLLED SUBSTANCES	Florence Legoute
3290	SUPPLIES - PLANTS (OCEANOGRAPNY USE ONLY)	Florence Legoute
3291	SUPPLIES - LIVESTOCK	Florence Legoute
3292	SUPPLIES - FISH FEED	Florence Legoute
3410	PHYSICAL PLANT MOVING EXPENSE Office relocation charges.	Lissette Barrios
3430	BLDG CONTRACTS REPAIRS/MAINTENANCE Outside vendors' charges for building repairs including elevator maintenance. (Equipment repairs & maintenance are 3432).	Lissette Barrios
3431	CLEANING CONTRACTS Outside vendors' charges. (cleaning & grounds upkeep)	Lissette Barrios

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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).	Lissette Barrios
3434	OUTSIDE SECURITY – Outside security contracts.	Lissette Barrios
3435	UNIFORM/LAUNDRY SERVICE – <i>Purchase</i> and Cleaning expense.	Florence Legoute
3440	VEHICLE OPERATION EXPENSE Gas, oil, repairs, etc., <i>OnStar and SunPass</i> .	Lissette Barrios
3450	ELECTRICITY EXPENSE Utility cost.	Lissette Barrios
3460	GAS/OIL BUILDING EXPENSE Utility cost.	Lissette Barrios
3470	WATER/SEWER EXPENSE - Utility cost. (Water cooler expenses are 3266.)	Lissette Barrios
3480	REFUSE REMOVAL EXPENSE	Lissette Barrios
3490	OFFICE/DOCKAGE RENTAL EXPENSE – includes Housing leases of less than one year.	Florence Legoute
3492	CLASSROOM RENTAL EXPENSE – includes leases of less than one year	Florence Legoute
3493	CLASSROOM LEASE EXPENSE – cost of all expenses related to lease agreements for classroom space for one year of longer.	Florence Legoute
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.	Florence Legoute
3510	PHONES/CELLS/BEEPERS/ANSWERING SVCS Actual costs of local and long distance telephone services, telephone installation/relocation, telegraph, fax, beepers and cell phones.	Lissette Barrios
3512	800 TOLL FREE LINE Charges for incoming calls.	Lissette Barrios
3530	POSTAGE/FREIGHT EXPENSE Postage, meter rental, post office box rental, separately invoiced freight, delivery services, etc.	Florence Legoute
3551	PRINTING OUTSIDE Work done by outside vendors (which requires prior approval by Publications Office).	Florence Legoute
3570	MARKETING RELATED ADVERTISING Charges for magazine and newspaper ads, radio and TV commercials promoting NSU's programs or events.	Florence Legoute
3571	NON MARKETING ADVERTISING All advertising costs unrelated to marketing, such as personnel ads.	Florence Legoute
3732	OTHER NETWORK EXPENSES Computer network services from outside vendors for expenses related to wiring and related parts.	Carolyn Messersmith
4330	ENTERTAINMENT EXPENSE - Meals, receptions, and similar events organized by Human Resources; executive meals by officers and deans with outside consultants and others.	Florence Legoute
4360	DUES & MEMBERSHIPS - Institutional & individual memberships in relevant professional and community organizations and subscriptions.	Florence Legoute
4380	PROMOTION / BANQUETS EXPENSE - Marketing & development events like receptions with prospective students, parties for prospective donors, and meal costs for summer institutes.	Florence Legoute
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>	Carolyn Messersmith
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.	Florence Legoute
9000	CAPITAL EXPENSE BUILDINGS – <u>Used in Plant Fund Accounts only.</u> All acquisition costs: Architects' fees, drawings, blueprints, construction contracts, etc., major repairs/renovations Installation of equipment permanently attached to a building.	Lissette Barrios
9009	CAPITAL EXPENSE – LEASE IMPROVEMENTS	Lissette Barrios
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

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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.	Lissette Barrios
9060	CAPITAL EXPENSE LAND - Finance use only.	Lissette Barrios
9070	CAPITAL EXPENSE AIR CONDITIONING EQUIPMENT Air conditioning equipment with a unit value over \$1,000.	Lissette Barrios
9080	CAPITAL EXPENSE COMPUTER EQUIPMENT All computer equipment with a unit value of \$1,000 or more, such as monitors, printers, cpu's, etc.	Carolyn Messersmith
9085	CAPITAL EXPENSE – COMPUTER SOFTWARE – For purchases over \$5,000	Carolyn Messersmith
NOTE:		
	Lissette Barrios - Furniture (office, audio-visual, panels, casegoods, workstations)	
	Florence Legoute - Contractual services, paper products, printing services, promotional items, specialty & copy paper, outside printing, vehicle maintenance, industrial equipment (cleaning, operations, maintenance), bldg. contracts, vehicle expenses, equipment rental, food service equipment.	
	Carolyn Messersmith- Computer software & peripherals, AV and Media Technology, Network equipment, supplies and minor equipment.	
	Mike Corominas - Vehicle Purchases & Leases	
	Florence Legoute - General medical equipment & supplies (optometry, dental, clinics, lab, etc.),	
	All other requisitions outside of these categories will be assigned by the purchasing director on a case-by-case basis.	