

**Saint Mary's University**  
**Commonly Used Account Codes**

Updated August 1, 2019

Budget Classification	Account	Description	Definition/examples of items to be charged to this account
<b>Salaries</b>	60210	Temporary Staffing/Contract	Contract workers
	60100	Wages Markers Demonstrators	Student markers
	60300	Salaries Admin Casual Part Time	Casual employees
<b>Advertising and Promotions</b>			
	75000	Advertising and promotion	Marketing, advertising or promotion costs
<b>Communications</b>			
	75150	Telephone	Long distance costs, cell phones
	75110	Postage	Postage charges even if not specifically for communications
	75100	Courier	Courier charges even if not specifically for communications
<b>Hospitality</b>			
	76750	Hospitality and Catering	Meetings, visiting speakers (excluding honoraria, accommodations and travel), tickets for non charitable events, gifts, flowers, office coffee and bottled water services
	76760	Receptions	A reception would not include a business meeting event.
	•	Additional accounts are available where required	
<b>Memberships</b>			
	76241	Individual Memberships	Memberships for individual benefit/association
	76240	Memberships	Institutional memberships for department or University
<b>Minor Equipment, Furniture and Software</b>			
	77150	Computer Supplies Other BUP	Small dollar value computer specific supplies (mice, power chords, etc...)
	77155	Telecom Supplies Other BUP	Small dollar value telephone specific supplies (wireless headsets, chords, etc...)
	77807	Minor Computer Hardware	Mounting, keyboards, mouse, stands, ergonomics
	77810	Minor Equipment and Furniture BUP	Small equipment and furniture purchases where the total invoice is under \$3,000
	77820	Minor Software and Licenses BUP	Low value software and licenses
	•	Additional accounts are available where required	
<b>Office Supplies</b>			
	77380	Material and Supplies Other	Teaching or other supplies (other than office supplies - see below)
	77900	Office Supplies	Office supplies, stationary and expenses
<b>Other</b>			
	76200	Storage Costs	Iron mountain, digital media storage
	76050	Cultural Activities	Activities undertaken with TESL students while in Canada learning English
	76160	Prizes	Prizes purchased for contestants in conferences or other University sponsored events.
	76163	Professional Development	Registration for workshops, online courses or other events attended for professional development
	76180	Publications and Subscription	Trade or society journals, subscriptions or databases
	76205	Donations and Sponsorships	Sponsorships for societies or events, tickets to charitable events and donations in memoriam
	76230	General Expenses Other	Miscellaneous items that are not classified elsewhere - For significant or recurring items consult with Financial Planning for more specific accounts
	•	Additional accounts are available where required	
<b>Printing and Duplicating</b>			
	77960	Document Source Charges	Charges through the Ricoh Document Centre
	77970	Internal Photocopying Charges	Campus copier charges
	77950	Copying and Printing External	External vendor charges for copying and printing
<b>Teaching and Lab Supplies</b>			
	77620	Teaching and Lab Materials	Supplies used for teaching either in classrooms or labs
	77700	Training Videos and Supplies	Audio Visual teaching supplies - Cd's etc.
	77100	Audio Visual Supplies	Audio Visual teaching supplies - Cd's etc.
	•	Additional accounts are available where required	
<b>Travel and Staff training</b>			
	73550	Travel Advances Faculty	Use for advances only where travel will be charged to Faculty Travel
	73555	Travel and Development Faculty	Use for travel covered by SMUFU agreement - See below for items to be charged
	79100	Travel and Development Admin	Covers conferences, workshops, meetings and other travel. Include all transportation including local taxi and travelling taxi fares, airline, accommodation, registration and per diem costs.
	78910	Travel and Development Dean	
	79260	Travel and Development Other	
	79210	Travel and Development Students	
	79265	Profession Development Courses	
	•	Additional accounts are available where required	