COLORADO COLLEGE

Frequently Used Account Codes

Acct #	Account Name	Use for:
701001	Instructional Supplies	Consumable supplies used directly in instruction, labs, studios, or classrooms. Examples: art supplies, darkroom supplies, workbooks (not reference books).
701051	Office Supplies (including mail supplies)	General office consumables such as paper, pens, folders, envelopes, and mail supplies.
701053	Books	Physical or digital books purchased for instructional, departmental, or reference use.
701055	Subscriptions	Payments for ongoing access to specific products, services and content. Provides access to a defined deliverable, often publications and data. Examples: digital journals, online research databases, LexisNexis.
701061	Copier/Printer Supplies	Toner, ink and other copier or printer consumables.
701252	Fleet Gas	Fuel purchases for college business vehicles. Not for rental car gas or travel.
701501	Other Supplies	Supplies that do not clearly fit another specific supply category. Includes: coffee and tea for breakrooms, parts for small repairs.
704001	General Printing & Binding	External printing, binding, or finishing services for pamphlets, publications, mailings, brochures, thesis printing, playbills, etc.
704021	Photo & Graphic Supplies	Photographic and graphic design materials and supplies. **Not** for instructional use - use 701001 "Instructional Supplies."
705001	Postage, Shipping and Express Services	Standard USPS postage, FedEx, UPS, DHL.
705011	Shipping & Express Service	Discontinue 7/1/26 (FY27). Charges to be combined with "Postage" and account 705001 renamed. Finance will work with departments to move budgets appropriately.
706021	Promotional Items	Branded or giveaway items used for marketing or outreach. Generally used by fundraising, advancement, communications and enrollment divisions.
707010	Contractual Services	Services provided by individuals or companies under contract. **No professional service expenses**. Includes: outside security for large events, FAC actors' expenses, Staff Pro (examples).
707011	Professional Fees	Payments to licensed or credentialed professionals for specialized services requiring professional expertise or certification. This includes services such as legal counsel, auditors, accountants, architects, engineers, medical or psychological services, accreditation consultants, and specialized compliance or advisory services. **No software expenses or payments to employees or students.**
707051	Speakers & Lecturers Honoraria	Payments to guest speakers or lecturers for speaking engagements. Zoom or in-person speakers or contributors to a class. Speaker fees for functions. Note, employee honoraria are recorded through payroll and should not be coded here. In rare instances, honorarium may be paid to students and recorded here.
707501	Official Functions, Special Events	College or large department-sponsored ceremonies, receptions and special events. Includes: graduation receptions, NSO events, spring conference, Alumni events, Convocation Breakfast, Retiree events and gifts, Baccalaureate reception (examples). Includes events open to campus community. Larger, more formal events usually involving invitations and including external participants or student attendance. Food, rental, set-up costs here; speaker fees to 707051-Speakers & Lecturers Honoraria. Use activity codes for an event to know how much entire event costs.
707502	College Entertainment	To be discontinued 7/1/26 (FY27). Finance will work with departments to move budgets appropriately.
707503	Meals, non-travel	Department and business meals not associated with travel and not on campus. Example: staff member buys a coffee for an external third party to discuss business matters at a coffee shop downtown.
707504	Meeting Refreshments	Refreshments (coffee/snacks) provided during meetings and during professional development or training sessions. Smaller and/or less formal events, generally no invitations. Includes: pizza for casual get-togethers with students, department-sponsored lecture for small group (example), department and staff meetings (employee-only meeting, including student employees).
707601	Professional Development	Workshops, seminars, courses for certification, and training to improve job-related skills. Includes testing fees for certifications, NASIG, CR Mrig Company. Charged to department, not HR. Travel charges go to travel reimbursement accounts (beginning with 73). Food charges do not go here.
708001	Professional Dues and Memberships	Payments to belong to or to maintain standing in an organization. Pays for membership status, not for products or access to tools. Tied to professional organizations, industry groups, chambers and licensing bodies: Associations, Alliances, Councils, Societies, Chamber & EDC, NACUBO, membership reimbursements to Faculty.

Acct #	Account Name	Use for:
708011	Licenses & Fees	Regulatory, legal, or professional licenses and mandatory fees. Includes license plate renewals, elevator and inspection fees, Dept. of Labor fees, El Paso Clerk and Recorder fees, professional license fees.
708051	Donations	Donations from student groups who fundraise for outside non-profit organizations only. All other donations must be approved by President's Office prior to giving.
708992	Cash Advance	All cash advances for Faculty and Staff to cover reasonable expenses which will be incurred because of College-related travel. Receipts needed, and if over $25K must have a check request form submitted for approval. Per diems - no receipts needed.
708993	P-Card used in error for Personal Purchases	Accidental personal charges made on a P-Card.
708995	P-Card Fraudulent Charges	Confirmed fraudulent P-Card charges pending resolution.
710161	Equipment/Property Maintenance/Repairs	Repairs and maintenance of equipment or facilities.
710511	Software Licensing Fees	Software licensing costs. Ellucian, Adobe, IBM, Cognos.
710521	Software Support & Maintenance	Ongoing support and maintenance for software.
730001	Airfare	Commercial airline tickets for approved business travel, Wi-Fi, baggage fees, seat selection fees.
730011	Ground Transportation (Car Rental / Gas / Parking / Tolls)	Rental cars, gas, rideshares, taxis, parking fees, meters and tolls.
730021	Mileage	Reimbursement for approved business mileage using a personal vehicle.
730031	Lodging	Hotels and other overnight accommodations for business travel.
730041	Meals & Incidentals During Travel	Meals and incidentals incurred during overnight business travel.
730051	Conference Registration Fees	Registration costs for conferences or symposiums.
730071	Other Travel Expenses	Travel-related expenses not fitting another travel category such as travel insurance, Visa application and travel clinic fees. Includes: game guarantees for Athletics, Short's Travel Management monthly fee.
730081	Field Trips	Charges for academic field trips including shuttles and admissions. Use activity code FIELD for any field trip expenses coded to a different account. Requests for cash advances for field trips coded to Cash Advances-708992; will be reclassified to field trips by accounting during reconciliation process.
730091	Faculty Travel (Dean of Faculty only)	Travel reimbursements managed by the Dean of Faculty; used to reimburse faculty research accounts for travel, lodging, meals, etc.
740102	Computer Equipment under 5K	Computers and peripherals under the capitalization threshold.
740201	Office Equipment over 5K	Capitalized office equipment.
740202	Office Equipment under 5K	Non-capital office equipment.
740211	Instructional Materials over 5K	Capital instructional equipment or materials.
740212	Instructional Materials under 5K	Non-capital instructional equipment or materials.
740301	Other Equipment over 5K	Capital equipment not classified elsewhere.
740302	Other Equipment under 5K	Non-capital equipment not classified elsewhere.
762001	Prizes and Awards	Academic prizes and awards to students (i.e. honors convocation). Any amounts awarded >$50 must go through Summit as there can be Financial Aid implications.
762002	Student Research Grants	