

Basic Chart string information

Fund 11's are departmental (non-sponsored) programs

Please use the following format for expensing General purchases to your assigned departmental Program

11 (fund) -21825 (dept) -21xxx (program) -56xxxx (acct code)

Please use the following format for expensing General purchases to your assigned departmental Research Subsidy (MyCode is required)

11 (fund) -21825 (dept) -00003 (program) -56xxxx (acct code) -314xxx (myCode)

Fund 13' refers to sponsored projects/awards

Please use the following format for General sponsored expenses (lab supplies, travel etc.)

13 (fund) -21825 (dept) -00013 (prog) -56xxxx (acct code) -xxxxx (projID) -001 (activity) -01 (bud ref)

Please use the following format for Fabricated equipment (FE) sponsored expenses. (FE charges must include a Mycode in the chartstring, and the assigned TAG# in the description)

13 (fund) -21825 (dept) -00013 (prog) -562124 (acct code) -314xxx (myCode) -xxxxx (projID) -001 (activity) -01 (bud ref)

Account #	Account # Description	Used For	Not Used For
Category: 560100 Supplies		Recommendations	
560101	Supplies-Office	Office Supplies pens, highlighters, folders, binders, planners & planner refills, cd/dvd office use, calendars, batteries, electrical tape	paper, party supplies, kitchen supplies (for audio visual cds & dvds use 560109) *Not used for Fund-13's without specific justification
560103	Supplies - Lab	Laboratory supplies (any items purchased to be used in the labs)	office supplies
560104	Supplies-Educ-Other	Educational supplies (this code requires to list the class/courses the items are being purchased for in the purchase description)	office or lab supplies
560107	Supplies - Paper	Use for all paper (for Staples orders - break amount out on University card reconciliation)	
560109	Supplies-Aud/Visual	AV Cables/Tape/Chemicals for film developing/Media, video tapes cd & dvd for media production, other camera supplies	equipment
560110	Supplies-Copier	DO NOT USE	See SU Perational Excellence - Printer, Copier, Multifunction Device Purchasing Memo
560112	Suplies-Service	Supplies specifically for use in the machine shop. Safety glasses, drill bits, hand tools	
560117	Supplies-Commissary	Water, water cooler rental, coffee, cups, creamer, sugar, plates, utensils	cleaning supplies
560120	Supplies-Toner	Toner for Copiers & Printers	See SU Perational Excellence - Printer, Copier, Multifunction Device Purchasing Memo
560199	Supplies-Other	Safety Glasses, Holiday Supplies, cleaning supplies, detergent, sponges, t-shirts	Office Supplies noted above under 560101
Category: 560200 Communications	*Unhide subcategories if specific acct codes are needed		
Category: 560300 Postage & Freight			
560301	Freight	UPS, FedX, DHL. Shipping that goes through an outside provider	

560302	Postage	Postage, Stamps, Pickup charges - Shipping that goes through Mail Services as well as Materials Distribution)	
Category: 560400 Maintenance Budget	*Unhide subcategories if specific acct codes are needed		
560401	Gas/Diesel Fuel	Fuel for University Vehicles	travel
560402	Maint. Vehicle	Vehicle Maintenance	
560404	Maintenance-Office Equipment	Copier Maintenance only	See SU Perational Excellence - Printer, Copier, Multifunction Device Purchasing Memo
560405	Maintenance-Dp Hardware	Hardware Maintenance includes printer maint.	
560406	Maintenance-Lab Equipment	Lab equipment maintenance	
560407	Maintenance-Dp Software	Software Maintenance	
560409	Maintenance-Physical Plant	Physical Plant (Outlet installs, Furniture moves, keys, excess property pick ups, asbestos abatement, etc.)	Bldg. renovations
560499	Maintenance Other	Repair and/or maintenance for Machine shop equipment	
Category: 560500 Printing & Publications			
560501	Forms	Requisitions & ID Forms	
560503	Printing & Graphics	Only Graphic Design Services, page layout design work	Business cards, copies, producing handbooks
560504	Duplication Costs	All Printing Services, business cards, copies	Graphic Design Services
560505	Photography	Portraits, printing slides, enlargements	Supplies
560506	Publication Costs	Cost of producing publication – including use of outside sources. Ex. Producing a handbook	Supplies, copies
Category: 560600 Membership/Subscription			
560601	Membership & Dues	Memberships & Dues	
560602	Subscription/Reprints	Subscriptions to magazines, copyright purchases	
560603	Books	Books	
Category: 560700 Travel			
560702	Travel Allowance – SU Abroad	Expense for travel allowances in the SU Abroad program.	
560703	Travel-Taxable	Expense for travel submitted for reimbursement that by its nature is taxable to the recipient.	
560704	Travel-Local - DO NOT USE	*Do not use	
560706	Travel-Domestic	Expense for authorized travel for University business conducted in the US.	
560713	Booking/Travel Agent Fees	Expense for using a travel agency	
560720	Travel-Central America and the Caribbean	Expense for authorized travel for University business conducted outside the US by employees of the University. Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, Bermuda, Cayman Islands , Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Nicaragua, Panama, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, T rinidad & Tobago, Turks & Caicos Islands, and British Virgin Islands.	

560721	Travel-East Asia and the Pacific	Expense for authorized travel for University business conducted outside the US by employees of the University. Australia, Brunei, Burma, Cambodia, China (including Hong Kong), East Timor, Fiji, Indonesia, Japan, Kiribati, Korea, Laos, Malaysia, Marshall Islands, Micronesia, Mongolia, Nauru, New Zealand, North Korea, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.	
560722	Travel-Europe (Including Iceland and Greenland)	Expense for authorized travel for University business conducted outside the US by employees of the University. Albania, Andorra, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Greenland, Holy See (Vatican), Hungary, Iceland, Italy, Ireland, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR (former Yugoslav Republic) Macedonia, Monaco, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, and the United Kingdom (England, Northern Ireland, Scotland, and Wales).	
560723	Travel-Middle East and North Africa	Expense for authorized travel for University business conducted outside the US by employees of the University. Algeria, Bahrain, Djibouti, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank, Gaza, and Yemen.	
560724	Travel-Canada & Mexico	Expense for authorized travel for University business conducted outside the US by employees of the University.	
560725	Travel-Russia and the Newly Independent States	Expense for authorized travel for University business conducted outside the US by employees of the University. Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.	
560726	Travel-South America	Expense for authorized travel for University business conducted outside the US by employees of the University. Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, and Venezuela.	
560727	Travel-South Asia	Expense for authorized travel for University business conducted outside the US by employees of the University. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.	
560728	Travel-Sub-Saharan Africa	Expense for authorized travel for University business conducted outside the US by employees of the University. Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Republic of the Congo, Cote D'Ivoire, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.	
560729	Conference Registration – Domestic	Expense for authorized conference registration for University business conducted in the US by employees of the University.	

560730	Conference Registration-Central America and the Caribbean	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Antigua & Barbuda, Aruba, Bahamas, Barbados, Belize, Bermuda, Cayman Islands, Costa Rica, Cuba, Dominica, Dominican Republic, El Salvador, Grenada, Guadeloupe, Guatemala, Haiti, Honduras, Jamaica, Martinique, Nicaragua, Panama, St. Kitts & Nevis, St. Lucia, St. Vincent & the Grenadines, Trinidad & Tobago, Turks & Caicos Islands, and British Virgin Islands.	
560731	Conference Registration-East Asia and the Pacific	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Australia, Brunei, Burma, Cambodia, China (including Hong Kong), East Timor, Fiji, Indonesia, Japan, Kiribati, Korea, Laos, Malaysia, Marshall Islands, Micronesia, Mongolia, Nauru, New Zealand, North Korea, Palau, Papua New Guinea, Philippines, Samoa, Singapore, Solomon Islands, South Korea, Taiwan, Thailand, Timor-Leste, Tonga, Tuvalu, Vanuatu, and Vietnam.	
560732	Conference Registration-Europe (Including Iceland and Greenland)	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Albania, Andorra, Austria, Belgium, Bosnia & Herzegovina, Bulgaria, Croatia, Czech Republic, Denmark, Estonia, Finland, France, Germany, Greece, Greenland, Holy See (Vatican), Hungary, Iceland, Italy, Ireland, Kosovo, Latvia, Liechtenstein, Lithuania, Luxembourg, FYR (former Yugoslav Republic) Macedonia, Monaco, Montenegro, the Netherlands, Norway, Poland, Portugal, Romania, San Marino, Serbia, Slovakia, Slovenia, Spain, Sweden, Switzerland, Turkey, and the United Kingdom (England, Northern Ireland, Scotland, and Wales).	
560733	Conference Registration-Middle East and North Africa	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Algeria, Bahrain, Djibouti, Egypt, Iran, Iraq, Israel, Jordan, Kuwait, Lebanon, Libya, Malta, Morocco, Oman, Qatar, Saudi Arabia, Syria, Tunisia, United Arab Emirates, West Bank, Gaza, and Yemen.	
560734	Conference Registration-Canada & Mexico	Expense for authorized conference registration for University business conducted outside the US by employees of the University.	
560735	Conference Registration-Russia and the Newly Independent States	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Armenia, Azerbaijan, Belarus, Georgia, Kazakhstan, Kyrgyzstan, Moldova, Russia, Tajikistan, Turkmenistan, Ukraine, and Uzbekistan.	
560736	Conference Registration-South America	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Argentina, Bolivia, Brazil, Chile, Colombia, Ecuador, French Guiana, Guyana, Paraguay, Peru, Suriname, Uruguay, and Venezuela.	
560737	Conference Registration-South Asia	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka.	

560738	Conference Registration-Sub-Saharan Africa	Expense for authorized conference registration for University business conducted outside the US by employees of the University. Angola, Benin, Botswana, Burkina Faso, Burundi, Cameroon, Cape Verde, Central African Republic, Chad, Comoros, Democratic Republic of the Congo, Republic of the Congo, Cote D'Ivoire, Equatorial Guinea, Eritrea, Ethiopia, Gabon, Gambia, Ghana, Guinea, Guinea Bissau, Kenya, Lesotho, Liberia, Madagascar, Malawi, Mali, Mauritania, Mauritius, Mozambique, Namibia, Nigeria, Rwanda, Sao Tome & Principe, Senegal, Seychelles, Sierra Leone, Somalia, South Africa, Sudan, Swaziland, Tanzania, Togo, Uganda, Zambia, and Zimbabwe.	
Category: 561000 Conferences/Receptions			
561001	Conference Hosting	Cost for hosting Seminars and/or colloquia for faculty/staff reimbursement of food including dinners for speakers	
561002	Receptions, Dinners/SU catered	SU catered events i.e. food, linens, delivery costs i.e. Campus Catering, Commissary Bake Shop, Holiday Event Catered at Faculty Center	Business meal at Faculty Center - see Business Meals 569910
561003	Receptions, Dinners/non SU catered	Non-SU catered events- Dinosaur BBQ, Varsity, Wegmans, P&C for party food, cake, soda, etc.	
Category: 561100 Consultants Budget			
561101	Consultants	Consultant service fee, Per Christopher Sedore, everything related to consultant. i.e. Abtec	
561102	Honoraria		
Category: 561300 Professional Fees			
561303	Training Costs	EX. Employee training cost at New Horizons	
561399	Other Professional Fees	Pay for HR background/security checks, DISC assessment (usually used by Business Office)	training
Category: 561500 Advertising			
561501	Advertising - Classified	Newspaper ads placed	
561502	Advertising - Promotional	Cost associated with promoting events, lectures, seminars	
Category: 561600 Rentals			
561601	Rentals-Office Equipment	USA Mobility pager fees	
561602	Rentals-Vehicle	Vehicle rentals for transporting supplies and equipment. DO NOT use for rental cars during travel, this is claimed on travel voucher.	
561603	Rentals-Dp Hardware	Recharge area such as storage space	
561604	Rentals-Copiers	Copier Rental	
561605	Rentals-Facilities	Facilities that charge a usage fee (Cornell Nano Fac., Upstate Medical)	
561699	Rentals-Other	Storage Trailers - used by Business Office	
Category: 561900 Land & Building Imp. Budget			
561901	Building - Renovation	Used for University Land - Renovations Only CPDC Expense	
Category: 562000 Equipment and Software < \$5K			
562001	Personal Computers <\$5000	PC's, Laptops, Monitors	
562002	PDA's < 5K	PDA's (blackberry/iphone) and PDA Accessories	
562004	Cell Phones/Pager <\$5000	Flip Phone Accessories	blackberry & iPhones or PDA accessories

562005	Software Purchases <\$5000	Physical software media & Software Licenses both over and under 5K	not maintenance
562006	Equipment <\$5000	Office phones, shop supplies-tools, computer tool kits, anything not on a computer, printer/copier/fax machine purchases (use PC replacement mycode for printer/copier/fax machine purchases)	
562007	Furniture <\$5000	desks, chairs, tables, filing cabinets	
562008	Computer Hardware <\$5000	Hard Drives, Webcams, Backup Tapes, video cards, modems, modem hardware, laptop batteries etc.	
562009	Comp Net Devices <\$5000	access points, switches, network cables, routers, packet shaper, firewalls	
562010	Printer	Departmental standard desk printers and/or all in one printers	See SU Perational Excellence - Printer, Copier, Multifunction Device Purchasing Memo
562011	Printer <\$5000	Printers under 5K	
Category: 562100 Equipment and Software >\$5K		Equipment & Software over 5K per Unit	
562103	Equipment Office Furniture > 5K	Desk, Table, etc. over 5K per Unit	
562105	Equipment-Academic lab	Cost of machinery and or equipment for labs over 5K per Unit	fabricated equipment (see 562124)
562107	Equipment - Maintenance	currently used by NMP	
562114	Equipment Audio & Visual	Any AV Equipment >\$5K Unit Price not entire order	
562117	Computer Work Stations	over 5K per Unit	
562118	Computer Pcs. > 5K	over 5K per Unit	
562119	Computer Peripheral-Disk/Cdrom	over 5K per Unit	
562121	Computer - Data Commun.	Firewalls over 5K per Unit	
562123	Computer - Servers	Storage Units over 5K per Unit	
562124	Equipment-Fabricated	An apparatus that is comprised of smaller pieces that when completely assembled will total >5K. A Tag# and MyCode must be included in all chartstrings and descriptions that use the FE account code	
562128	Copier > \$5,000	Departmental high volume copier/printer/fax machines	
Category: 562400 General Services			
562401	Laundry/Dry Cleaning Services	AmeriPride Standing PO	
562406	Trash Removal Services	Shredding bin pickup/Unusable excess property, recycling run	
562407	Moving expenses	(*Discretionary) Used to pay for relocation of employees to SU or SU affiliated labs (Fermi, J-lab)	
562409	Word Processing Services	charges for e-mail lists generated by HR for producing campus-wide communications	
Category: 562500 IT - General Services			
562501	Digital Certificates	Digital Certificate purchase and cert. renewals	
562502	Dp and Wiring Services	use for "wiring service", Anixter, Graybar, moves adds & change income	
562503	Online Access; Internet Service	Telecom Internet, RR reimbursements, iPad with data plan	
562599	IT General Services - Other	Recall - back up tape storage costs, pole attachments (National Grid, Verizon), Domain name renewals, Internet site registration fees, web services (Imaging America)	
Category: 562600 Special Events Budget			
562605	Tickets/Tables - SU Event	Event / Purchases by table or ticket	
562699	Special Events Other		

Category: 562900 Central Budget			
562902	Bank Service Charges	MC/VISA fees auto charged	
Category: 569900 Other General Operating			
569909	Gifts - Employees Taxable	Employee Gifts - ITS-U items	
569910	Business Meals	Business Meals- reimbursement of costs dining locally to discuss University business on and off campus. Ex. Faculty Center	Holiday event catered at Faculty Center - Use Receptions - SU catered
569912	Misc	Fraudulent charges on Univ. credit card	
569913	Other Fees & Expenses	City of Syracuse permits	
569915	Parking Fees-Campus	VIP Parking, Parking Permits	
569919	Gifts - Non-Taxable	Retirement, Sympathy Flowers, Donations in lieu of..See Administrative Policy page: http://supolicies.syr.edu/admin/gift_disb.htm	